



Honours Business Administration Association

Submit this Application the HBAA Office, "RE: VP FINANCE"

Cheque Requisition Form

Please Print Clearly

Applicant Information

Full Name: _____ **Date:** _____
Last First DD / MM / YY

HBAA Position _____ **Budget** _____

Cheque Information

Pay to the Order of: _____ **If Post Dated Required:** _____
DD / MM / YY

For the Amount of: */100* _____ **\$** _____
In Writing Numerically

Expenditure Information

Please name the line and the budget. _____ **\$** _____
Line Number Line Name Budgeted Amount

Optional _____ **\$** _____
Line Number Line Name Budgeted Amount

Optional _____ **\$** _____
Line Number Line Name Budgeted Amount

Expenditure Description: _____

It is your responsibility to note the correct budget line and amount from the approved annual budget.

Disclosures and Signature

Note: All applicable receipts must be attached / stapled totaling the amounts shown. The HBAA will not issue a cheque unless a receipt for the amount is received. Please use one cheque requisition form for each budget and each cheque.

I hereby authorize the amount indicated above to be withdrawn from the specified budget. It is my responsibility to have this form approved by my authorized signing authority or Vice President and then turned into the Finance Department for final authorization. I understand that it is not the responsibility of the HBAA to deliver the cheques once written. The HBAA requests that cheques be picked up no later than three (3) weeks after the cheque requisition has been completed and submitted. Cheques after this period will be destroyed and the cheques' expenses will be returned to the operating budget.

Signature: _____ **VP Finance:** _____

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Electronic Signatures Not Accepted *Office Use Only*