

Club Requisition Instructions

Please fill out all information on the Requisition Form on the computer, print it off, have it signed by both of your club's signing officers and drop it off at the CSU reception (H-711) during office hours.

1. All writing on requisition forms (except signatures) must be done on the computer in Excel (the CSU's computers in the Communications Office [H-725] have Excel, as do the computers in the library). **Requisition forms that do not follow this guideline will not be accepted.**
2. In the *Cheque Payable To* section, write the full name (first, last) of the recipient of the cheque.
3. The *Mailing Address* is **mandatory**, as all cheques will be mailed out and will not be made available for pick-up at the CSU reception.
4. In the *Expenses Related To* section, write your club's name and the general purpose of the expense(s).
5. The table is for receipt information:
 - a. In the *Date* column, write the date of the purchase
 - b. In the *Description* column, write the name of the store and a brief explanation of what the expense was related to
 - c. In the *Amount* column, write the subtotal before taxes
 - d. In the *GST* and *PST* columns, write the amount for each individual tax (if applicable)
 - e. The *Total* column and the *Totals* row at the bottom will automatically be added up by the program
6. Any extra information worth mentioning should be included in the *Details* section
7. Please include the contact information for the person responsible for this requisition in the lower left-hand corner in case there are any issues with the requisition and they need to be contacted.
8. Both signing officers of the club must sign in the appropriate fields.

Note:

- i) Requisitions will take 5-10 business days to process, please be patient.
- ii) A separate requisition form must be used for each cheque request.
- iii) Requisitions can only be done with official receipts – hand-written, Interac and credit card receipts will not be accepted. The receipt should have enough information on it to clearly show the purchase.