

# EUS Cheque Requisition

PLEASE PRINT LEGIBLY



Amount Before Tax	
Total GST	
Total PST	
Total (amount of the cheque)	
Payable to the order of	
From what account (name)	
From what account (number)	

Reason for cheque (attach receipts and/or invoices to be reimbursed or paid with a brief explanation)


Approved by (print)	
Phone number	
Signature	

Write "MAIL" here if the cheque is to be mailed  
Otherwise, leave blank

--

*(If yes, print address on back of form)*

**CHEQUES SHOULD ONLY BE MAILED IF THEY ARE FOR INDIVIDUALS WHO ARE OUT OF MONTREAL OR FOR BUSINESSES/ORGANIZATIONS**

Office use	Paid Cheque #: Date:
------------	-------------------------