

UNIVERSITY of TORONTO

CHEQUE REQUEST

Do not use for Payroll Cheques

Payable to:
Address:
HST/GST No:

Date: _____

Document No.: _____

<input type="checkbox"/>	Currency	Amount
<input type="checkbox"/>	Cdn	
<input type="checkbox"/>	U.S.	
<input type="checkbox"/>	Other	

Business Area <small>If other than 1000</small>	Company Code <small>If other than U of T</small>	Vendor Acct	Tax Code	G/L Acct	Cost Centre	or	Internal Order	Commitment Item	(and /or) C/F Centre	Fund

Purpose	Special Instructions
	<input type="checkbox"/> Mail
	<input type="checkbox"/> Other

Department Contact Name	Department	Telephone Number	Fax Number
Authorized Approval			
Signature	Print Name	Title	