



TWUSA Disbursement Request Form

(Company # 03)

Date (mm/dd/yy): September 13, 2011

Cheque Request

Currency:

CAD\$

USD\$

Other (MO) _____

Money Order Request (MO)

Payable To:	<input type="checkbox"/> Student	<input type="checkbox"/> Employee	<input type="checkbox"/> Other
Student ID #	_____		
First Name:	_____		
Middle Name:	_____		
Last Name:	_____		
or, Business Name:	_____		
Address (Box #):	_____		
City, Postal Code:	_____		
Country:	_____		
Phone No:	_____		

Amount (including HST)	HST	GL Account #	Explanation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
\$ 0.00	\$ 0.00		
Formula - no need to enter	Formula		

Department: _____

Requested by: _____
(Please print name)

Signature: _____

VP Finance: Jeremy Cockrill

Signature: _____

President: Caitlin Lavallee
(Required for stipend payments)

Signature: _____

Cheque Delivery:	For Financial Services use only:	
<input type="checkbox"/> External mail _____ <input type="checkbox"/> Campus mail _____ <input type="checkbox"/> Call Local # _____	Invoices over \$1,000 <input type="checkbox"/> Prepaid expense (next fiscal year) <input type="checkbox"/> Capital Asset _____ <input type="checkbox"/> Not Capital Asset _____	Cheques to individuals: (Y/N, Yes or No) <input type="checkbox"/> Advance request (Cheque or cash) <input type="checkbox"/> Original receipts/invoices attached <input type="checkbox"/> Independent Contractor Agreement <input type="checkbox"/> Honorarium - T4A eligible Social Ins. # _____ - _____ - _____