

# Payment Request Form

Attach all supporting documents to this form.  
Please allow **10 business days** for processing

**Please  
Staple  
Here**

<b>Financial Services Only</b>	Cheque Payable to:			Banner ID (A#)		Currency (If Non - Canadian)		Attachments to be <b>mailed</b> with cheque.			
	<b>REQUIRED FIELD</b> - Department (Internal) / Mailing Address (External)								Yes	No	
<b>In Process</b>	Postal Code								<b>Financial Services Only</b>		
	Invoice Date (dd-mmm-yy)	Invoice # (Maximum 15 characters) (prints on Cheque Stub)	Fund (6)	Org (4)	Account (5)	Program (4)	\$ Pre Tax Amount	\$ GST / HST (Actual)			\$ Total Amount
<b>Complete</b>											
<b>Processing Date</b>											
<b>Totals</b>							\$	\$	\$		
<b>REQUIRED FIELD</b> - Description to appear on the cheque stub ( <b>Maximum 50 Characters</b> )											
For payments to individuals for services not in the nature of employment. Example: visiting lecturer, honorariums. For further clarification please call ext. 8660 or 5459.											
<b>Document #</b>	Sin #			Permanent Mailing Address							
	<b>Authorization</b>										
	Requested by (Print)				Requested by (Signature)				Date (dd-mmm-yy)		
	Authorized by (Print)				Authorized by (Signature)				Date		
<b>Financial Services Only</b>							<b>Department notes (will not appear on Cheque or in Banner)</b>				
Financial Services (Approval)						Date					