Where do I get cheque requisitions?

A link to an Excel version of the cheque requiisition form can be found on the Cheque Requisition [1] page along with other important cheque requisition information. We recommend using the Excel form as it allows you to key in the relevant information and then save the form. By typing in the information, the form will be easier to read which reduces the chances of keying errors in Accounts Payable. Also, by saving the completed form, you may be able to re-use this form for similar payments in the future with only minor adjustments resulting in a time savings for you.

Category:

- Procurement/Payables [2]

Source URL:https://www.uoguelph.ca/finance/where-do-i-get-cheque-requisitions-1

Links
[1] http://uoguelph.ca/finance/cheque-requisitions [2] https://www.uoguelph.ca/finance/taxonomy/term/107