When do I use a cheque requistion or a coding sticker?

If you have an invoice, you can use a coding sticker to code and approve the invoice. Alternatively, you could write the coding and amounts directly on a blank area of the invoice along with a signature to authorize payment of the invoice. Use a cheque requisition if there is no invoice or if you would like to note any special instructions regarding an invoice.

Category:

- Procurement/Payables [1]

Source URL:https://www.uoguelph.ca/finance/when-do-i-use-cheque-requistion-or-coding-sticker-1

Links
[1] https://www.uoguelph.ca/finance/taxonomy/term/107