## 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]

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## Links

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