

When do I use a cheque requisition 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.

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