

UNIVERSITY of TORONTO

CHEQUE REQUEST

Do not use for Payroll Cheques

Payable to:	
Address:	
	HST/GST No:

Date: _____

Document No.: _____

☐	Currency	Amount
☐	Cdn	
☐	U.S.	
☐	Other	

Business Area If other than 1000	Company Code If other than U of T	Vendor Acct	Tax Code	G/L Acct	Cost Centre	or	Internal Order	Commitment Item	(and /or) C/F Centre	Fund

Purpose	Special Instructions
	☐ Mail
	☐ Other

Department Contact Name	Department	Telephone Number	Fax Number
Authorized Approval			
Signature	Print Name	Title	