

Submitting a Cheque Requisition

(For receipts totalling over \$100)

1. You must keep all of your original receipts for all purchases for which you will be seeking reimbursement. Photocopies of receipts, reservation documents, bank statements, confirmation documents, etc. will not be accepted. If the receipt was sent via e-mail, a printed copy of the digital receipt is acceptable.
2. You can find cheque requisition forms at

<http://www.ryerson.ca/purchasing/forms/>

under "Payment Forms>Cheque Requisitions". DO NOT save a copy of this form for re-use. Every time you load a form from the link on this page a new CQ number is generated, which is tracked by Financial Services. ***ALWAYS TYPE ALL FIELDS in the form, except where signatures are required. Please do not handwrite information on the form.**

3. Fill out the form completely. The "requestor" is the person ordering payment. The "department" should be listed as P-FACS. The "payee" is the person receiving the reimbursement funds. Ensure you include the complete contact and mailing information of the payee, and where the cheque should be delivered (*i.e.* mailed to the payee's address or sent internally to an on-campus location specified on the form).
4. Fill out the form using the P-FACS cost centre provided by the P-FACS administrator via e-mail (1-34-XXXXX). Fill it out as follows: C=1, Fund=34, Cost Centre=XXXXX. You must also include a 4-digit account code that describes the type of purchase you are claiming reimbursement for. You have to find the correct account code from the following list:

<http://www.ryerson.ca/financialservices/about/budgets/researchbudgets.html>

If you have any problem figuring out which code to use, please contact have your staff/faculty advisor help you contact Financial Services. You can also contact P-FACS at pfacs@ryerson.ca or x7352.

5. Finally, get your project supervisor to sign their name at the top of the page in the "Authorized By" field.
6. Once the form is completely filled out, attach the original receipts to the form using a paper clip. (Do not staple anything.) Do not submit the paperwork without first making a complete copy of all receipts and of the requisition form to keep on file in case of any difficulties receiving payment.
7. Send the completed package to Financial Services through internal mail or by hand delivering it to the 9th floor of 1 Dundas St. W. (1 Dundas St. W. is between the Eaton Centre and TRSM, on the south side of Dundas. Be sure to take the correct bank of elevators that goes to the 9th floor, which are on the left hand side as you walk into the building.)