

WHEN AND HOW TO USE A DAWSON COLLEGE CHEQUE REQUISITION

WHEN:

SECTION: EXPENSE ADVANCE REQUEST

To request an advance for College related business, when the amount is over \$100.00

SECTION: EXPENSE REPORT

- 1) To report expenses against an expense advance.
- 2) Reimbursement of "out of pocket" expenses (exceeding \$100.00).
- 3) Payments to a company under contract.

SECTION: REVENUE CODE

For reporting of revenues from College activities.

FOR REQUESTS NOT FALLING WITHIN THE ABOVE GUIDELINES, USE EITHER THE PURCHASE REQUISITION OR PETTY CASH PROCEDURES.

HOW:

The top and bottom sections of the CHEQUE REQUISITION must be completed in full.

TOP:

Provide the complete name and address of the recipient in the space provided. Supply the department Budget Code as well as an outline of the purpose for the request.

COMPLETE THE NECESSARY SECTION:

When requesting an advance, fill in the department budget code and amount and have your supervisor approve where indicated.

When filing an Expense Report, fill in details (description and amount) as well as expense codes for your various expenses, carrying your total to the right. (Box 2)

For advance settlements you then indicate balance due and mark appropriate action.

When bringing funds, complete the Revenue Code and amount.

BOTTOM:

Sign and obtain necessary approvals as per College policy. Indicate mailing instructions.

PLEASE ALLOW 20 WORKING DAYS FOR PROCESSING OF A COMPLETE CHEQUE REQUISITION with original documents.

NOTE: For honorariums please use "Contractual Payment Form"