Payment Requisition Form
(PLEASE PRINT CLEARLY)

The Engineering Society of Queen's University
Beamish - Munro Hall, Rm 106
Kingston, ON
K7L 3N6

Cheque Requisition

Date:	Name:	Email:
Account #:	Account Name:	
Total Cost: $	Pay to:	
Budget Line (If applicable)	Payment Memo:	

*** Receipt/Invoice must be attached for payment requisition approval.

Mailing Information
(IF APPLICABLE)

To be mailed by Engsoc:	YES	NO
Mailing Address:		

Cheque Pick-Up
(OFFICE USE ONLY)

Cheque #:	Picked-up by:	Signature:
Date:	E/D Member:	E/D Signature: