



**TRINITY
WESTERN
UNIVERSITY**

TWUSA Disbursement Request Form

(Company # 03)

Date (mm/dd/yy): _____

Cheque Request

Currency:

CAD\$
 USD\$
 Other (MO) _____

Money Order Request (MO)

Payable To:	Student	Employee	Other
Student ID #	_____		
First Name:	_____		
Middle Name:	_____		
Last Name:	_____		
or, Business Name:	_____		
Address (Box #):	_____		
City, Postal Code:	_____		
Country:	_____		
Phone No:	_____		

Amount (including HST)	HST	GL Account #	Explanation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
\$ _____	\$ _____		

Department: _____

Requested by: _____
(Please print name)

Signature: _____

VP Finance: Andrew Brookes

Signature: _____

President: Monique Bouchard
(Required for stipend payments)

Signature: _____

Cheque Delivery:

External mail _____
 Campus mail _____
 Call Local # _____

For Financial Services use only:

Invoices over \$1,000

Prepaid expense (next fiscal year)
 Capital Asset _____
 Not Capital Asset _____

Cheques to individuals:
 (Y/N, Yes or No)
 Advance request (Cheque or cash)
 Original receipts/invoices attached
 Independent Contractor Agreement
 Honorarium - T4A eligible
 Social Ins. # _____ - _____ - _____