



Students' Society of McGill University

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(514) 398-6800

ACCOUNTING FORM



[Account Listing](#)

[Department Listing](#)

[Accounting Guide](#)

Save the form to your desktop and open it in [Adobe Reader](#) or Adobe Acrobat Pro. **Please do not fill out the form directly in your browser** as some of the PDF functions may not work. Instructions for completing this form are available at this [link](#).

Payment and Reimbursement

Purchase Order

PO

For the Accounting
Department use only

Date		Dept. Service					
Legal Name				Pronoun		Confidential	
Preferred Name				Recipient Email			
Address			Apt.		City		
Prov./ State		Country		ZP		Tel.	

Ref#	Act#	Dept #	Item Description	Qty	Unit Price	Line Total
1.						
2.						
3.						
4.						
5.						
6.						

Comments Reasons for purchase

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Sub. Total

GST/TPS 5%

QST / TVQ 9.975%

Total:

Approving Officer	Name	Signature
1. Dept/Service Officer		
2. Executive		
3. SSMU VP Finance		
4. Administrative Officer		

Checklist

Submit all documentation to:
acctpay@ssmu.ca



Accounting Form



Proof of Transaction*



Official Void Check /
Direct Deposit Form



Original Invoice(s)

*Bank statement with name card holder
and last 4 digits of the card

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