



# ACCOUNTING FORM

Students' Society of McGill University

3501 rue Peel, Montreal, QC, H3A 1W7

(514) 398-6800



[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**

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](mailto:acctpay@ssmu.ca)

- Accounting Form
- Official Void Check / Direct Deposit Form
- Proof of Transaction\*
- Original Invoice(s)

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