



# ACCOUNTING FORM

**Students' Society of McGill University**

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(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