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 | QC | Country | Canada | ZP | Tel.

Ref#	Act#	Dept #	Item Description	Qty	Unit Price	Line Total
1.						$ 0.00
2.						$ 0.00
3.						$ 0.00
4.						$ 0.00
5.						$ 0.00
6.						$ 0.00

Comments Reasons for purchase

Sub. Total	$ 0.00
GST/TPS 5%	$ 0.00
QST / TVQ 9.975%	$ 0.00
Total:	**$ 0.00**

Approving Officer	Name	Signature
1. Dept/Service Officer		
2. Executive	-	
3. SSMU VP Finance	Jason Wang	
4. Administrative Officer	Melissa Proietti	

Checklist

Submit all documentation to: 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

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