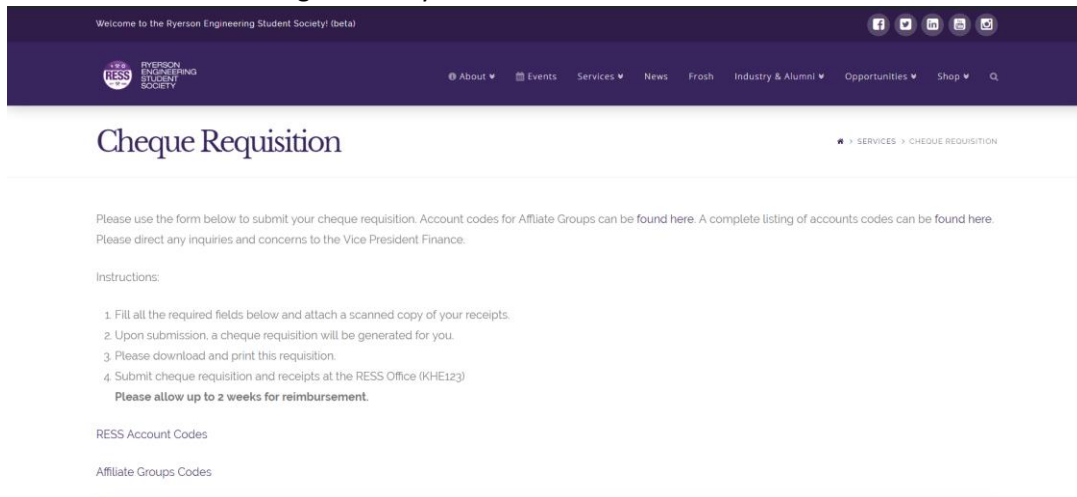


1. Go to **ress.ca**
2. Click on **“Services” >> “Cheque Requisition”**
3. You will see the following form on your screen.



4. Click on the cheque requisition form link

Click here to access the cheque requisition form.

5. Type in Submitter and Payee Details.

Submitter Details

Submitted By: *

Group

RESS Internal (Only for RESS Board Members) ▾

Payee Details

Name *

Address *

Address - Line 2
(Apt #, Suite #, etc.)

City *

Province *

Postal Code *

Country

- Fill in your account information under **“Expense Details”**. A complete list of account codes can be found at the top of the page. Or, if you are part of any **affiliate group**, the account codes can be found by using the following link

2. Upon submission, a cheque requisition will be generated for you.

3. Please download and print this requisition.

4. Submit cheque requisition and receipts at the RESS Office (KHE123)

Please allow up to 2 weeks for reimbursement.

[RESS Account Codes](#)

[Affiliate Groups Codes](#)

Find the account code according to the description of your expense.

For example: If you bought stationery for REC, you will pick the code “5601” as your account number.

5600	Rverson Engineering Competition	H	
5601	Stationery	A	Expense
5602	Awards Ceremony	A	Expense
5603	Transportation Costs	A	Expense
5604	Materials & Supplies	A	Expense
5605	Design Packages	A	Expense
5606	Judges Gifts	A	Expense

- Scans your receipts (and keep them on your computer in a PDF format)
- Fill the rest of the information on the cheque requisition form and attach your receipts as **PDF**.
- Submit the form and it will take you to another window.



RYERSON
ENGINEERING
STUDENT
SOCIETY

CHEQUE REQUISITION

CHEQUE #

TO THE
ORDER
OF

Ali Yousaf

Address

City ON Postal Code

Canada

DATE

May 24, 2016

AMOUNT

\$ 20.00

ACCOUNT	DESCRIPTION	AMOUNT
1100	Investment	\$ 20.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$

10. Print out the form, attach the physical receipts to it and drop it in the **RESS office** (KHE123)

11. Congratulations! You are done your cheque requisition!