



## Payroll Manual Cheque Requisition Request

University of New Brunswick  
PO Box 4400, Fredericton, NB, CANADA, E3B 5A3  
Telephone (506) 453-4632

PLEASE RETURN COMPLETED FORMS TO PAYROLL SERVICES

Complete all Sections in CAPITAL LETTERS

DATE:

Date:

Number of  
Hours Worked:

Amount to be  
Paid:

PAY TO:

SOCIAL INS  
NO.:

CHARGE TO ACCOUNT:

DATE CHEQUE  
REQUIRED:

NOTE: Please allow five working days for processing.

PLEASE EXPLAIN THE REASON WHY THIS PAYMENT WAS NOT MADE IN A REGULAR T4/T4A PAYROLL RUN:

Prepared By:

Department Head Approval (Signature):

Manager of Payroll Services (Signature):

SEND TO  
Ferne Ingraham, Payroll Supervisor  
Financial Services

**For Payroll Use Only**

T4/T4A	_____	Update RG Spreadsheet	_____
Department Charge	_____		
Cheque Register	_____		
Update Manual Spreadsheet	_____		