

---

## When do I use a cheque requisition or a coding sticker?

If you have an invoice, you can use a coding sticker to code and approve the invoice. Alternatively, you could write the coding and amounts directly on a blank area of the invoice along with a signature to authorize payment of the invoice. Use a cheque requisition if there is no invoice or if you would like to note any special instructions regarding an invoice.

### Category:

- [Procurement/Payables](#) [1]

---

**Source URL:** <https://www.uoguelph.ca/finance/faq/when-do-i-use-cheque-requisition-or-coding-sticker-1>

### Links

[1] <https://www.uoguelph.ca/finance/taxonomy/term/107>