

## OUAC Voucher Order Form

**Notes:**

- All fields are required. We will not be able to process your order if your form is incomplete.
- Monetary values are in Canadian dollars.

**Organization and Contact Information**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Extension: \_\_\_\_\_

Email: \_\_\_\_\_

**Voucher Information**

There are 2 types of vouchers available:

1. **Monetary Value vouchers:** This type of voucher can be applied to any OUAC application.
2. **Application-specific vouchers:** This type of voucher is valid only for the OUAC application specified on the voucher. Application-specific vouchers expire at the end of the cycle indicated on the voucher.

Please select the type of vouchers you would like to order and complete the corresponding sections.

**(Choose one or both.):**

- Monetary Value vouchers ([continue to Section A](#))
- Application-specific vouchers ([continue to Section B](#))

**Section A: Monetary Value Vouchers – Order Information**

If you would like to order application-specific vouchers only, skip this section and [proceed to Section B](#).

**Note:** The minimum order quantity is 10 per voucher value.

**1. Order Value and Quantity**

Please indicate the number of vouchers and their corresponding value(s) that you would like to order:

Voucher Value	Quantity of Vouchers	Total Cost
e.g., \$150	e.g., 10	e.g., \$1,500
<b>Total:</b>		

## Section B: Application-specific Vouchers – Order Information

Fill in this section only if you would like to order application-specific vouchers. Otherwise, leave this section blank and submit your order.

### Notes:

- Application-specific vouchers are valid **only** for the cycle indicated on your order form.
- **The minimum order quantity is 10 vouchers per cycle.**

#### 1. Cycle

Indicate the cycle for which you would like to order vouchers (e.g., cycle 2019). (Submit 1 form per cycle for which you are ordering vouchers.)

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#### 2. Application and Quantity

Please indicate the application and quantity you would like to order:

Application	Quantity
e.g., 101	e.g., 10

## Invoicing and Payment Information

Once costs have been confirmed, the OUAC will provide you with an invoice for your order.

Payment must be made by cheque, payable to “Ontario Universities’ Application Centre”.

## Contact Information

If you have any questions regarding vouchers or payment information, please contact:

Finance Department  
Ontario Universities’ Application Centre  
170 Research Lane  
Guelph ON N1G 5E2  
Email: [finance@ouac.on.ca](mailto:finance@ouac.on.ca)

## How to Submit Your Form

Submit your completed form to the OUAC Finance Department via email at [finance@ouac.on.ca](mailto:finance@ouac.on.ca).