

Cheque Requisition

1. Information please....

Your name:	Today's date:
Who approved the expenditure(s)? <input type="checkbox"/> Warren Flaman <input type="checkbox"/> Titus Mathews <input type="checkbox"/> Norman Miller <input type="checkbox"/> Pre-approved fund: _____	
Who should the cheque be made out to? <input type="checkbox"/> Me <input type="checkbox"/> Name: _____ Address: _____ _____ _____	

2. Describe...

Number your receipts/invoices. For each receipt, **describe** what it is for (e.g. "Craft supplies for Sunday School"). If there is more than one *category* of expense on a receipt, use more than one line. **Fill in** the amount **without** GST, the GST, and the total. **Attach** your receipts to this form.

Receipt #	Description	Amount without GST:	GST:	Total:
Total w/o GST:		Total GST:	Total:	

3. Submit!

Get the completed form with attached receipts to Assistant Treasurer / Bookkeeping

For office use		
Date:	Cheque #:	Tracking #: