

**Cheque Requisition Form**

*Staple the receipt to this form*

CR 23 - \_\_\_\_\_

Description	Quantity	Unit Price	Amount
<b>Sub-Total</b>			
<b>13% HST</b>			
<b>Total</b>			

What is the purchase for?  
 \_\_\_\_\_

**Charge to Budget Line**

*(ex. Sunday School, Altar Guild)*

\_\_\_\_\_

Requested by \_\_\_\_\_

Date: \_\_\_\_\_

**Cheque Payable to:** \_\_\_\_\_

<p><b><u>Cheque Distribution</u></b></p> <p>1. Give cheque to: _____ or</p> <p>2. Mail to</p> <p style="padding-left: 40px;">Name: _____</p> <p style="padding-left: 40px;">Mailing Address: _____</p> <p style="padding-left: 40px;">City: _____</p> <p style="padding-left: 40px;">Postal Code: _____</p>
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*Approval by Pastor or Church Warden*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b><u>For Treasurer's Use</u></b></p> <p>Charge to Budget Line _____</p> <p style="padding-left: 40px;">_____</p> <p>Cheque # _____ Date issued: _____</p>
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