

Cheque Requisition Form

Staple the receipt to this form

CR 25 - _____

Description	Quantity	Unit Price	Amount
Sub-Total			
13% HST			
Total			

What is the purchase for?

Charge to Budget Line

(ex. Sunday School, Altar Guild)

Requested by _____

Date: _____

Cheque Payable to: _____

<p><u>Cheque Distribution</u></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>

Approval by Pastor or Church Warden

Approved by: _____

Date: _____

<p><u>For Treasurer's Use</u></p> <p>QB Account: _____</p> <p>_____</p> <p>Cheque # _____ Date issued: _____</p>
