

Cheque Requisition Form

Staple the receipt to this form

CR 26 - _____

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: _____

Cheque Distribution

1. Give cheque to: _____ or

2. Mail to

Name: _____

Mailing Address: _____

City: _____

Postal Code: _____

Approval by Pastor or Church Warden

Approved by: _____

Date: _____

For Treasurer's Use

QB Account: _____

Cheque # _____ Date issued: _____