



### CHEQUE REQUISITION

ACCOUNTS PAYABLE  
PLEASE PREPARE  
CHEQUE

DATE: \_\_\_\_\_

FOR: \$ \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAN \_\_\_\_\_

USA \_\_\_\_\_

VENDOR # \_\_\_\_\_

Please advise here if cheque is not to be mailed directly from the Accounting Department: \_\_\_\_\_

Details of Payment: \_\_\_\_\_  
\_\_\_\_\_

ACCOUNT NUMBERS		AMOUNT		GST
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
			<b>TOTAL GST \$</b>	_____

REQUESTED BY: \_\_\_\_\_

DEPARTMENT AND/OR SCHOOL: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

FOR SCHOOL BOARD ACCOUNTING OFFICE USE ONLY

Approval: \_\_\_\_\_