

Cheque Request(for External Vendors)

<p>Requester : _____</p> <p>Purpose/ Project/ Event : _____</p> <p>Requested Date : _____</p>	<p>Cheque Date: _____</p> <p>Payable to : If multiple use separate Forms _____</p> <p>Cheque is required by when?: _____</p> <p>Notes regarding cheque delivery/ Address to post: _____</p>
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INVOICE #	DESCRIPTION	Cheque Amount
		\$
		\$
		\$
		\$
		\$
SUBTOTAL		\$ -
Less Cash Advance		
TOTAL REIMBURSEMENT		\$ -

Don't forget to attach receipts!

Important Note: Please check the boxes

- (1) I have filled all the details **completely and clearly!**
- (2) I have checked that I am filling the right form, which is for Cheque Request (for Vendors).
- (3) I have filled this form for a single Project/Events, Cheque Request (for Vendors).
- (4) I have attached all related receipts.

Signature Date

Approval Signature Date

Approver must be a co-Team Member or one of the Executive Member of Council (except Treasure)

For Personnel Use Only

DATE	CHEQUE NUMBER	AMOUNT	NOTE