



CHEQUE REQUISITION

DATE:	
PAYABLE TO: (insert complete name and address)	
AMOUNT: (including all fees and taxes)	
DETAILS: (include invoice number, date and reason for pymt. If for travel please include location and distance)	
SPECIAL INSTRUCTIONS:	

NOTE: ALL REQUIRED INFORMATION AND SUPPORTING DOCUMENTS MUST BE INCLUDED AND/OR ATTACHED FOR PAYMENT TO BE PROCESSED.

REQUESTED BY:		
	Print Name	Signature:
APPROVED BY:		
	Print Name	Signature
Cheque # (completed by finance)		