Mission Public Schools

Cheque Requisition Form

This form is used to initiate a payment to a vendor in cases where purchase orders are not required. Please refer to the Purchasing Administrative Procedure 6.3.1

Date: | Phone:

Payable to:

Address:

Is this payment request for a service performed by an individual? If yes, a SIN is required as per the CRA.

SIN:

Description of expense	GL Code (xx-xxx-xxx-xxx-xxx)	Amount (incl GST)	GST
Total		$ 0.00	$ 0.00

☐ Mail directly to vendor: ☐ Internal mail:

☐ Hold for pickup (at district office) ☐ Other:

Signatory must have authority to approve expenses for the above GL budget codes. Please ensure related invoice, and any other supporting documents are attached.

Approved by: ____

(Name of approver cannot be the same as the cheque payee)

Signature: ____