



# Cheque Requisition

Date: \_\_\_\_\_

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Amount:  \$CND \_\_\_\_\_  \$US \_\_\_\_\_

Detail of Expense: \_\_\_\_\_

Budget Line: \_\_\_\_\_

Program Name: \_\_\_\_\_ Program Date: \_\_\_\_\_

Social Insurance #: \_\_\_\_\_  T4A \_\_\_\_\_

Required for all Contract Individuals—i.e. Musicians, Teachers, Substitutes, Clergy support

Requested by: \_\_\_\_\_ Posted by: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date posted: \_\_\_\_\_

Posting Summary			
Amount	Account #	Dept. #	Description
	116		GST 50%
	117		GST 100%