

# Cheque Requisition

**How to use this form:** Use this form to request repayment for a purchase you have made. Please attach original receipts (not a photocopy). The receipt must be detailed in order for your purchase to be reimbursed (ex: must include tax break down and name/description of item(s) purchased). Keep a copy of your receipt for your records. Have this form signed by your director.

## Items purchased

Charge to account #: _____	Amount: \$ _____
Charge to account #: _____	Amount: \$ _____
Charge to account #: _____	Amount: \$ _____
Charge to account #: _____	Amount: \$ _____
Charge to account #: _____	Amount: \$ _____
Charge to account #: _____	Amount: \$ _____
Charge to account #: _____	Amount: \$ _____
Charge to account #: _____	Amount: \$ _____
Charge to account #: _____	Amount: \$ _____
Charge to account #: _____	Amount: \$ _____
	<b>TOTAL \$</b> _____

## Payment information

Vendor # (if applicable): \_\_\_\_\_

Payee name: \_\_\_\_\_

Reason for purchase: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

CR #: \_\_\_\_\_