

School District No. 52 (Prince Rupert)

**CHEQUE REQUEST**

DATE: \_\_\_\_\_

VENDOR CODE: \_\_\_\_\_

PAYABLE TO  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHEQUE AMOUNT: \_\_\_\_\_ AMOUNT OF GST: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_