



Cheque Requisition / Fund Disbursement Form

Make cheque out to:		
Mailing address or fund disbursement:		
Total: \$		GST (if applicable): \$
Reason or item:		
Team Lead/Committee Chair/Employee approval		
Team/Committee/Position responsible:		
Budget line or source of funds:		
Signature	Date	
Office use only		
Date:	Cheque #:	