



## 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 #: