

Cheque Requisition Form

This form is to be completed for all cheque payment requests related to the purchase of approved products and services provided to Beach United Church (BUC). Once this form has been submitted the payment will be considered "approved" unless the budget owner (or their proxy) advises otherwise. Submissions are received electronically by the General Manager and/or the Office Administrator. All payment requests over \$1000 will be cc'd to the Treasurer.

Cheques will be prepared every 2nd Tuesday of the month. Invoices supporting this request should be emailed separately to the General Manager and the Office Administrator.

Date Submitted:

Requested by:

Cheque Payable to:

Full mailing address:
(first-time suppliers)

Cheque Delivery: -

Budget Expense Category: -

Name of Event (if applicable):

Expense Description:

Budgeted Expense: yes ☐ no ☐

Total Amount before taxes:

HST:

Total Amount with taxes: