



Cheque Request Form



Request Date: _____

Payable To: _____

Amount (\$): _____

Invoice # (Invoice must be attached to this Request Form): _____

Forwarding Instructions (Mailing Address or Phone Number):

Description of Expense:

Project (ex. Hockey, Ball, Skating): _____

Office Use Only:

Approval: _____ KMS Expense Code: _____

Approval Date: _____ Cheque # _____ Cheque Date: _____