



# CHEQUE REQUEST FORM

Request Date: \_\_\_\_\_

Pay By:  Cheque  E-Transfer

Payable to: \_\_\_\_\_

Amount: \_\_\_\_\_

Invoice # (If applicable) \_\_\_\_\_

Description of Expense:

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Forwarding Instructions:

Hold for pick up

Call for pick up Mail ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Mail: \_\_\_\_\_  
\_\_\_\_\_

Requested By: \_\_\_\_\_

Approved By: \_\_\_\_\_

KMS CODE: \_\_\_\_\_ PROJECT: \_\_\_\_\_

DATE OF CHEQUE: \_\_\_\_\_ CHEQUE #: \_\_\_\_\_