



SCHOOL BANKING - REQUEST FOR CHEQUE

ADEQUATE DOCUMENTATION MUST BE ATTACHED TO THIS FORM (ie. RECEIPTS OR INVOICE).

Date: _____ Cheque Amount:

Payable To: _____ Submitted By: _____

Address: _____ Approved By: _____

Reason for Cheque: _____

If payment relates to more than one invoice, separate into categories and total the HST for each. Category examples: Classroom supplies, office supplies, library.

Category or UGDSB GL Account Number	Total Amount To Be Charged	Total HST

Mail Directly Hold for Pickup Deliver To: _____



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