



CHEQUE REQUISITION

Date	
Prepared by	
Amount	
Payee	
Being for ⁽¹⁾ ⁽²⁾	
Attachments ⁽³⁾	
Approved by	

- (1) Please include an itemised list with dollar amounts totalling the value of cheque requested
- (2) Include the purpose of the expenditure (eg barbecue supplies)
- (3) List and attach supporting documents (eg quotation, invoice, receipts)