

Calgary Central SDA Church
Cheque Requisition Form

As directed by Church Board motion #01.05.03(b), this form, along with receipts or other supporting documentation completed and presented to the Church Treasurer (Box 79) prior to any reimbursement.

Date:		Name:
Pay by:	<input type="checkbox"/> Direct deposit	Please provide a void cheque if this is your first request for direct deposit
	OR <input type="checkbox"/> Cheque	Name on cheque _____

Account*	Description	Amount	GST	Total
Grand Total				

Please complete all totals

Supporting documents attached: Y / N

Supporting documents to follow: Y / N

Submitted by: _____

Authorized by: _____
Capacity in which you authorize this expense**:

* See reverse for account code and description. For further assistance, call or write a note to the Treasurer.

**Authorizing signature must be that of your department head. If you are the department head, a pastor or church secretary must authorize for you.