



The attached form is a cheque requisition to be used for travel and payroll advances. It may also be used instead of a memo when a cheque is needed in advance of the invoice being received (ie: COD or prepayment) or when the invoice is too small to put coding and approval on.

| | | | |
|----------------------|--------------------------|----------------|--------|
| Supplier: | | Date: | |
| | | Supplier No: | |
| | | Approved by: | |
| | | Date Required: | |
| Description: | | | |
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| | | | |
| G.L. Code | G.L. Account Description | Department | Amount |
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| Net amount of cheque | | | |