



ADAM BECK JR. PUBLIC SCHOOL – SCHOOL COUNCIL Cheque Requisition Form (2018/2019)

FOR TREASURER USE ONLY	
Cheque #	
Amount	\$
Issue Date	
Quicken	

Please complete one (1) form per reimbursable party.
*: to be completed for ALL cheque requisitions.

DATE SUBMITTED:

- A. BUDGET LINES**
(check all that apply)
- Adopt-a-Family
 - Bereavement Fund
 - Classroom Resource Support
 - Community Outreach
 - Eco Club
 - Fundscrip
 - Grade 6 Grad
 - Grade 6 Legacy Project
 - Grade 6 Ottawa Excursion
 - Holiday Party
 - Integrated Arts Support
 - Innovation Fund
 - Kindergarten Special Projects
 - Kindergarten Butterfly Project
 - Lisa Docherty Spirit Award
 - Mayfair
 - Miscellaneous
 - Monster Bash
 - Movie Night
 - Night on the Beach
 - Physical Education
 - Pizza Lunch
 - Read-a-thon
 - Rendezvous Café
 - School Garden
 - School Council Partner School
 - Scientists in School
 - Social Fund
 - Spirit
 - Staff Appreciation
 - STEM
 - Technology
 - Visiting Artists
 - Other: specify

B. CHEQUE PAYABLE TO

invoicing company (as per attached invoice)

Adam Beck JR. Public School

other than above: (print name)

C. Requestor Details

Submitted by:

Email address:

D. CHEQUE REQUEST

Invoices/receipts attached

1. Complete expense description box only if nature of purchased items is not clearly stated on attached invoices/receipts.

2. Provide break-down in expense description box if expenses relate to more than one budget line

Expense is approved by committee lead

- All expenses must be approved by the committee lead prior to submission to Treasurer

Total amount of all invoices/receipts:

Expense Description

E. FLOAT REQUEST
(Cash requested for event)

Quantity	Denomination	Total
	\$5.00	
	\$10.00	
	\$20.00	
	\$1 (rolls of \$25)	
	\$2 (rolls of \$50)	
	\$0.25 (rolls of \$10)	
Total Float		

Float request is approved by committee lead

- All float requests must be approved by the committee lead prior to submission to Treasurer