



## ADAM BECK JR. PUBLIC SCHOOL – SCHOOL COUNCIL Cheque Requisition Form (2020/2021)

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
- Community Outreach
- Eco Club
- Fundscrip
- Grade 6 Grad
- Grade 6 Legacy Project
- Holiday Party
- Integrated Arts Support
- Kindergarten Special Projects
- Kindergarten Yard
- Lisa Docherty Spirit Award
- Mayfair
- Mental Wellbeing
- Miscellaneous
- Monster Bash
- Movie Night
- Night on the Beach
- Parent Engagement
- Physical Education
- Pizza Lunch
- Read-a-thon
- Rendezvous Café
- School Garden
- School Council Partner School
- Scientists in School
- Parent Engagement
- Spirit
- Staff Appreciation
- STEM
- Technology
- Visiting Artists
- Website

### 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	\$0.00	
	\$10.00	\$0.00	
	\$20.00	\$0.00	
	\$1.00	\$0.00	*roll of \$25
	\$2.00	\$0.00	*roll of \$50
	\$0.25	\$0.00	*roll of \$10
<b>Total Float</b>		<b>\$0.00</b>	

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