



**ADAM BECK JR. PUBLIC SCHOOL – SCHOOL COUNCIL**  
**Cheque Requisition Form (2022 -2023)**

FOR TREASURER USE ONLY	
Cheque #	
Amount	
Issue Date	
Entered in Wave	

Please complete one (1) form per reimbursable party.

DATE SUBMITTED:

\*: to be completed for ALL cheque requisitions.

- A. BUDGET LINES**  
*(check all that apply)*
- Adopt a Family
  - Bereavement Fund
  - Community Outreach
  - Eco Club
  - Equality Donation
  - Equity Committee
  - Grade 6 Grad
  - Grade 6 Legacy Project
  - Holiday Party
  - Integrated Arts Support
  - Kindergarten Special Projects Support
  - Lisa Docherty Spirit Award
  - Mayfair
  - Mental Wellbeing
  - Miscellaneous
  - Monster Bash
  - Movie Night
  - Night on the Beach
  - Parent Engagement
  - Physical Education - General
  - Pizza Lunch
  - Read a thon
  - Recess Bags
  - School Garden
  - Spirit - General
  - Spirit - Sports
  - Staff Appreciation
  - STEM Workshops
  - Technology Improvement
  - Visiting Artists
  - Website
  - Yoga/Mindfulness Classes

**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
	\$2.00	\$0.00
	\$0.25	\$0.00
<b>Total Float</b>		<b>\$0.00</b>

\*roll of \$25

\*roll of \$50

\*roll of \$10

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