



# Vancouver Island North School District No. 85

PO Box 90, Port Hardy, BC, V0N 2P0  
PH: (250) 949-6618 x 2226 • FX: (250) 949-8792

## CHEQUE REQUISITION

*Attach Supporting Documentation*

Date: \_\_\_\_\_

Reason for Cheque: \_\_\_\_\_

Vendor's invoice # \_\_\_\_\_

Our customer # \_\_\_\_\_

Special Instructions for delivery of Cheque: \_\_\_\_\_

Payable To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Required: \_\_\_\_\_

Vendor code: \_\_\_\_\_

(Phone Number)

Enter G.L. Codes (if known):

Total GST

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Cheque Amount: \$ \_\_\_\_\_

REQUESTED BY

A.O./ MANAGER

SECRETARY-TREASURER/  
SUPERINTENDENT OF SCHOOLS