



CHEQUE REQUEST

PAY TO	DATE REQUESTED
ADDRESS	
	DATE REQUIRED
POSTAL CODE	

GL CODE		GST	AMOUNT
	* # of kilometres X \$.42 =		
TOTAL			

Description on Cheque
*Reason for Travel

Requested By	Approved By
--------------	-------------

Please Mail

Please Return to Initiator

CHEQUE NUMBER	DATE DISBURSED
---------------	----------------