

REQUEST FOR CHEQUE



Note: Please allow at least 2 weeks for processing. Attach all original supporting documents – (invoices, receipts, registration forms, order forms, etc.)

To be completed by requisitioner:

Requested for: Supplier Employee EE# _____

Payable to: _____ Vendor# _____

Mailing address: _____

If payable to Canadian individual - Social Insurance No. _____

If payable to a non-resident, is the withholding tax waiver attached? Yes
(If no waiver has been provided, a 15% withholding tax will be deducted) No

Amount required: \$ _____ G.S.T. amount: \$ _____

G.S.T. #R _____ P.S.T. amount : \$ _____

Charge to G/L account: _____

Reason for Request: _____

Date Cheque Required: _____

Handling Instructions: _____

Requested by: _____

Approved by: _____

Date Approved: _____