



# Bethany Evangelical Missionary Church

## CHEQUE REQUISITION

Use this form for all cheque requests and attach supporting invoices/documents.  
 Cheques will not be issued unless this form is approved by the appropriate Budget Holder.  
 A list of these individuals is available in the church office.

**CHEQUE PAYABLE TO:** \_\_\_\_\_

**CHEQUE AMOUNT:** \_\_\_\_\_

**DETAILS**

USE A SEPARATE FORM FOR EACH ACCOUNT #

DESCRIPTION OF EXPENDITURE	AMOUNT	BUDGET ACCOUNT #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HST: \_\_\_\_\_ amount on invoice    TOTAL    \_\_\_\_\_

**OFFICE USE ONLY:**

**CHEQUE #** \_\_\_\_\_

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

COMMENTS OR NOTES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget Holder (PRINT) \_\_\_\_\_ Signature Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Finance Team Member (PRINT) \_\_\_\_\_ Signature Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Scanned to Church Bookkeeping;: \_\_\_\_\_ Date: \_\_\_\_\_