



School District 10 (Arrow Lakes) Cheque Requisition Voucher

Date: _____

Name: _____

General Description of Expenses: _____

EXPENSE DETAILS	GST	ITEM TOTAL	ACCT. CODE (Completed by Supervisor)
EXPENSE TOTAL	\$ -	\$ -	

A cheque requisition voucher is completed when expenses are required to be reimbursed to employees. All expenses require receipts to be attached including the actual transaction receipt and payment method receipt. For meal and travel expenses, please complete the SD10 Travel Expense Claim Form.

To be completed by office:	
Vendor Number: _____	Invoice No.: _____
Authorized Signatory: _____	Date: _____