



SCHOOL DISTRICT NO. 10 (Arrow Lakes)

CHEQUE REQUISITION / VOUCHER

A cheque requisition voucher is completed when expenses are required to be reimbursed. 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.

Date: _____

Name: _____

Description : _____

EXPENSE DESCRIPTION	GST	ITEM TOTAL	BOOKS (Y/N)	GL Account Code (to be completed by Supervisor)
EXPENSE TOTAL				

To be completed by office:

Vendor Number: _____ Invoice Number: _____

Authorized Signatory: _____ Date: _____