



Vancouver Island North School District No. 85

PO Box 90, Port Hardy, BC, V0N 2P0
PH: (250) 949-6618 x 2226 • FX: (250) 949-8792

CHEQUE REQUISITION

Attach Supporting Documentation

Date: _____

Reason for Cheque: _____

Vendor's invoice # _____

Our customer # _____

Special Instructions for delivery of Cheque: _____

Payable To: _____

Date Required: _____

Vendor code: _____

(Phone Number)

Enter G.L. Codes (if known):

Total GST

_____ \$ _____

_____ \$ _____

_____ \$ _____

Cheque Amount: \$ _____

REQUESTED BY

A.O./ MANAGER

SECRETARY-TREASURER/
SUPERINTENDENT OF SCHOOLS