



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 requester:

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 No
deducted)

Amount required: _____ GST. amount _____

GST #R _____ PST. amount _____

Charge to G/L account: _____

Reason for Request: _____

Date Cheque Required: _____

Handling Instructions: _____

Requested by: _____

Approved by: _____

Date Approved: _____