

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Cheque Request**

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

Please prepare a cheque for \$ \_\_\_\_\_ Total HST: \$ \_\_\_\_\_

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ School: \_\_\_\_\_

Description and Purpose of Expenditure: \_\_\_\_\_

**ATTACH SUPPORTING DOCUMENTATION**

Charge to Account(s): \_\_\_\_\_

Authorized By \_\_\_\_\_

Co-authorized if Authorizer same as "payable to" \_\_\_\_\_

**Instructions for Completing Cheque Request Form**

Cheque requests are to be used for:

- 1) Purchases **less than \$500** which **have been paid** by someone other than SGDSB (attach paid receipts).
- 2) Purchases **less than \$500** for which no invoice will be received (eg. honorarium).

Invoices **to be paid by SGDSB** directly to the supplier should **NEVER** be attached to a cheque request.

Please fill in all fields. Phone numbers are required since they are also the Vendor # in our Accounting system.

Please fill in a detailed description and purpose of the expenditure. For example, if you purchased a lunch for a P.D. session at your school, the description should read 'Lunch for Feb 9 Literacy PD'. The description you insert here is input into the accounting system and it is helpful to the person in charge of their budget to see a detailed description when they are reviewing their accounts.

Please fill in the complete 13 digit account number and 3 digit cost centre for each account being charged. If charging to more than one account, indicate the amount to be charged to each account.

Please have person responsible for the budget being charged sign on the 'Authorized by' line. If you are responsible for this budget and cheque is made payable to yourself, have your supervisor sign cheque request.

The information on the form is collected under the authority of sections 149(3) and 207(4) of the Education Act for the purpose of issuing cheques to cover authorized expenses.