

# Expense & Cheque Requisition Form

*Gabriola Commons Foundation—Nov. 2018*

Date: \_\_\_\_\_  Cheque Requested

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

If cheque is requested, provide mailing address:  
\_\_\_\_\_

Amount Spent: \$ \_\_\_\_\_

Description of Expense: \_\_\_\_\_

(Please attach all receipts)

Charge Expense to:

Team/Project—Specify: \_\_\_\_\_

Specific donation/grant: \_\_\_\_\_

Other—Specify: \_\_\_\_\_

Expense Authorized by:

Team/Project Lead \_\_\_\_\_

Finance Team \_\_\_\_\_

(Print name)

(Signature)

## For Finance Team Use

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

Cheque No.: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

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