

**Erb Street Mennonite Church
Cheque Requisition**

Requested by: _____

Payable to: _____

email address (opt): _____

for e-transfer
instead of cheque.

Date	Particulars	Amount \$	Receipt #	Office Use
TOTAL				

Enter expense code in section below; then, email Req to office.

Either scan invoices & include in email; or deliver invoices to office immediately.

Approved by: _____

Date: _____

Expense Code	Expense Name	Amount \$
01-1961	Recoverable HST-5% portion	
01-1962	Recoverable HST-8% portion	
TOTAL		