CPC Northumberland - Quinte West
Cheque Request

Use to request a cheque for an advance or reimbursement of personal expenses. Requires authorised approval.

Submitted By: _____ **Date:**_____ **Amount:$**_____

This request is for (select one only):

(a) **A recoverable advance,** payable to me, for the purpose of:_____

_____

(b) **A cheque in advance,** payable to: _____ _____

for:_____ _____

(receipt to come)

(c) **Reimbursement**, payable to me, of the following expenses (***receipts attached***):

Date	Description	Event/Project/Activity	Amount
			$
		Total	**$**
		Less: Previous Advances	
		Net: Due (Returned)	$

Signed: _____ Date: _____

Approved By: _____ Date: _____

Cheque issued: Date _____ Amount _____ No. _____

Charged to : G/L _____ Project No. _____