

BOWMORE PUBLIC SCHOOL - SCHOOL COUNCIL

Cheque Requisition Form

This form is to be completed for all reimbursements or requests for Cash floats.

Please complete one (1) form per person or invoicing company. Please complete one (1) form per Budget Line.

Contact bowmoretr@gmail.com for assistance or to process requisition form. Please allow 5 days for processing.

For Treasurer Use Only

Cheque #	
Amount	
Issue Date	
Payee	

A. BUDGET LINE (cheque one)

Curriculum Support

- Computers/IT
- Cooking
- Bathrooms
- Sports/Aquatics
- Music
- Parent Workshops
- Hallways

Extracurricular Programs

- Scientists in School
- Artist in Classroom
- Prologue Theatre

Fundraising Initiatives

- Pizza Lunch
- Food Sales
- Movie Night
- Carnival
- Bowmore Rocks
- Other (specify) _____

School Council Expenses

- Overhead (photocopies, printing, etc.)
- Meetings (pizza, childminding)
- Other (specify): _____

School Council Initiatives

- Playday
- Multicultural Potluck
- Lice Program
- Staff Appreciation
- Grade 8 Grad
- FDK

Other (specify): _____

B. CHEQUE PAYABLE TO*

- Invoicing Company (as per attached invoice)
- Bowmore Public School
- Other (print name): _____

** Unless otherwise stated cheques will be sent to invoicing company. Personal cheques will be placed in the green "cheques for pick up" folder in the Treasurer's mailbox in the School office.*

C. FUNDRAISING EXPENSE APPROVAL

Expense Authorized by: _____
(print name) (signature) (Date approved)

Check one:

- Reimbursement (cheque requested for past service or purchase - invoice attached)
- Advance or Deposit (cheque requested prior to service to book event (attach quote))
- Float Money (cheque requested for a cash float for a sales event e.g. bake sale)

D. EXPENSE DETAILS

Total amount of all invoices/receipts: \$ _____

Submitted by: _____

Contact information for followup:

Tel: _____

Email: _____

Check One:

- Invoices/receipts attached
(for reimbursement, provide breakdown of expenses)
- Invoices to Follow
(For Advances or booking deposit, provide expense description)

Expense Description and Breakdown: