

QUESNEL JUNIOR SCHOOL - CHEQUE REQUISITION



PLEASE MAKE CHEQUE PAYABLE TO: _____

PERSON MAKING REQUEST: (___ or as above) _____

AMOUNT OF CHEQUE: _____ INVOICE # _____

DETAILS OF PURCHASE (attach original receipt):

ACCOUNT (Please check account to be used. ***If more than one account, please show amounts to be debited from each account.***) ***ARE THERE SUFFICIENT FUNDS IN THIS/THESE ACCOUNT(S) TO COVER THIS EXPENDITURE?*** _____ ***Yes*** _____ ***No*** (*If no, indicate when funding will be in place*)

Account Name	Acct. #	Amount
Admin	4000	
Pod 1	4015	
Pod 2	4016	
Pod 3	4017	
Pod 4	4018	
Pod 5	4019	
Pod 6	4020	
Pod 7	4021	
Pod 8	4022	
JS Art	4150	
JS Drama Tech	4175	
JS English	4200	
JS First Nations	4215	
JS Foods/Textiles	4225	
JS Fruit & Veg Program	4227	
JS Math	4300	
JS Music	4325	
JS QSS PAC	4363	
JS PE	4375	
JS Resource	4400	
JS Science	4450	
JS Ski/Snowboard Team	4465	
JS Social Studies	4475	

Account Name	Acct. #	Amount
JS Sunshine	4480	
JS Troll Ski/Snowboard	4483	
JS Volleyball Gr. 9 Girls A	4485	
JS Volleyball Gr. 9 Girls B	4486	
JS Volleyball Gr. 8 Girls	4487	
JS Volleyball Gr. 8 Boys	4488	
JS Volleyball Gr. 9 Boys	4489	
JS X-Country	4520	
JS Yearbook	4525	
Pro D	4550	
Other – Please Describe		

_____ MAIL CHEQUE TO PAYEE – ADDRESS OF PAYEE: _____

SIGNATURE: _____ **DATE:** _____

TO BE COMPLETED BY SECRETARY:

DATE ENTERED:	CHEQUE #:
INITIALS:	GST AMOUNT CLAIMED: 68%: