ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

SCHOOL- GENERATED FUNDS

CATHOLIC SCHOOL COUNCIL CHEQUE REQUISITION

Pay to the order of: _____

Address: _____

_____

_____

Amount of Cheque: _____ **Cheque #:** _____

Debit funds from: School Council Category Umbrella Name

CSC Category Name: _____

CSC Category # (Series #11000): _____

Description (include invoice # and details)	GST Paid	Total Amount Payable
Total		

Date Required: _____

Special Instructions: _____

_____

_____

Authorized by:

_____ _____

CSC Treasurer or CSC Chair **Date**

_____ _____

School Principal **Date**

Note: Original receipts and invoices must be attached to the cheque requisition. Where possible, a copy of the CSC meeting minutes confirming this purchase should be attached to the requisition.