

Don Mills Baptist Church Cheque Requisition Form

SECTION A: COMPLETED BY MINISTRY

Date/CR Form No.:

Please enter number in yy-mm-dd HH:MM format or select from drop down box

Requested By:

Ministry:

Amount Before Tax:

GST/HST:

PST (if applicable)

Total Amount:

Payable To:

Description:

Ministry Signature:

SECTION B: COMPLETED BY FINANCE

GL Account:

Finance Signature:

Date E-Transferred:

Bank Confirmation No.:

Ministries: Please make a copy for your records