

From (cheque payable to): \_\_\_\_\_

Date: \_\_\_\_\_

**INVOICE/**  
**CHEQUE REQUISITION**

To: Treasurer

\_\_\_\_\_ School PAC

\_\_\_\_\_

\_\_\_\_\_

Re: Purchase of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Total Due Per Above:***  
***(Sales Slips Attached)***

**\$** \_\_\_\_\_

GST: \$ \_\_\_\_\_

PST: \$ \_\_\_\_\_

Submitted By:

Approved By:

\_\_\_\_\_

\_\_\_\_\_

Signature

Title: \_\_\_\_\_

Gaming or Regular

Cheque # \_\_\_\_\_

Expense Account: \_\_\_\_\_

Sample

School Name  
Parent Advisory Council  
Address  
Langley, BC V3A 3Z7  
Tel:  
Fax:  
Email: DPAC@sd35.bc.ca

### CHEQUE REQUISITION

Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Requested by: \_\_\_\_\_

Cheque Payable to: \_\_\_\_\_

Purpose of Purchase: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BANK ACCOUNT:**     General Account     Gaming Account

**EXPENSE ACCOUNT** – PLEASE remember to include sub-account  
\*Note: If more than 1 account per cheque, please show \$ breakdown beside each expense account.

- Advertising/Communication:**
  - Advocacy Project
  - Parent Involvement
  - Website – Development and Maintenance
  - Misc

**BCCPAC**

- Office Expense:**
  - Admin Assistant
  - Supplies, maintenance, printing, sundry

- Speakers/Conferences/Meetings:**
  - BCCPAC AGM
  - BCCPAC Conference
  - Parents as Partners
  - DPAC PAC Conference
  - DPAC/Trustee Forum
  - Orientation
  - Misc Speakers & Conferences

**Sunshine**

Do not write below this line

Cheque number: \_\_\_\_\_ Cheque Date: \_\_\_\_\_

pst: \_\_\_\_\_ gst: \_\_\_\_\_ Amount: \_\_\_\_\_

**Authorization: 1<sup>st</sup> Signature:** \_\_\_\_\_ **2<sup>nd</sup> Signature:** \_\_\_\_\_