



Appendix A

REQUISITION FOR CHEQUE

Batch No: _____

Date: _____

PO No: HOMBRD

Vendor: _____

Pay to: _____

Invoice No: **REP # 2020-2021 #1**

Invoice Date: ___/___/___

Amount: \$

Chq No: _____

Description: **Student Allowance**

Wekweèti Homeboarding Students 2020 – 2021 School Year

GL Description	Amount
9106110 / 000 / 66095	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____
_____ / _____ / _____	_____

Total _____

Prepared by: _____ Checked by: _____ Approved by: _____



Template Example – dates and names are fictional

2020-2021 School Year / Semester 2

Wednesday, February 3, 2021 Students Allowance

1. Doe, Joe \$25.00 _____
2. Doe, Susan \$25.00 _____

Wednesday, February 10, 2021 Students Allowance

3. Doe, Joe \$25.00 _____
4. Doe, Susan \$25.00 _____

Wednesday, February 17, 2021 Students Allowance

5. Doe, Joe \$25.00 _____
6. Doe, Susan \$25.00 _____

2020-2021 School Year / Semester 1

Wednesday, September 2, 2020 Students Allowance

1. Doe, Joe \$25.00 _____
2. Doe, Susan \$25.00 _____

Wednesday, September 9, 2020 Students Allowance

3. Doe, Joe \$25.00 _____
4. Doe, Susan \$25.00 _____

Wednesday, September 16, 2020 Students Allowance

5. Doe, Joe \$25.00 _____
6. Doe, Susan \$25.00 _____