|  |  |
| --- | --- |
| **DATE:** |  |
| **PAYABLE TO:** **(insert complete name and address)** |  |
| **AMOUNT: (including all fees and taxes)** |  |
| **DETAILS: (include invoice number, date and reason for pymt. If for travel please include location and distance)** |  |
| **SPECIAL INSTRUCTIONS:** |  |
| NOTE: ALL REQUIRED INFORMATION AND SUPPORTING DOCUMENTS MUST BE INCLUDED AND/OR ATTACHED FOR PAYMENT TO BE PROCESSED. |

|  |  |  |
| --- | --- | --- |
| REQUESTED BY: | Print Name | Signature: |
| APPROVED BY: | Print Name | Signature |
| Cheque # (completed by finance) |  |  |