

Quebec 2021 Vendor / Reimbursement Cheque Request Form



Committee Event	
Authorized by	
	(Event Champion)
Requested by	
Payable to	
Mailing Address	
Email	
Telephone #	

* If a cheque is required for date of event, advise supplier that an invoice is required in order to release the cheque

* No invoice, no cheque

* Itemize invoices below and attach to form

Date	Description	Amount

Total Cheque Amount

Cheque Issue Date:	Cheque #
Signature	

Please attach scanned invoice
Original invoice will be required to receive cheque