

## QUEBEC 2019 VENDOR/REIMBURSEMENT CHEQUE REQUEST FORM

Committee/Event	
Authorized By	
(event champion)	
Requested By	
Payable to	
Mailing Address	
Email:	

- \* If 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
<b>Total Cheque Amount</b>		

Cheque Issue Date:	Cheque Number:
Signature:	

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