

Bulimba State School Administration/Fundraising Account

Cheque Requisition Form

<p><u>DATE:</u></p> <p><u>CHEQUE NO:</u></p> <p><u>PAYEE:</u></p> <p><u>DESCRIPTION:</u></p> <p><u>AMOUNT TOTAL:</u></p> <p><u>GST AMOUNT INC:</u></p> <p><u>TAX INVOICE/RECEIPT ATTACHED:</u></p> <p><u>REQUESTED BY (NAME):</u></p> <p><u>SIGNATURE:</u></p>

Posting to MYOB/EXCEL (Tick Required)

Fundraising expense		Capital acquisitions	
Electricity		Sundry Expenses	
Insurance & Ambulance		Subcommittee costs	
Photocopying		Other Expenses	
Running costs		-	
School contributions		-	
Repairs and maintenance		-	
Games and Equipment		-	