

Soo Finnish Nordic Ski Club

# Cheque Requisition

P.O. Box 22062  
44 Grt Northern Rd  
Sault Ste. Marie, Ont.

**SAMPLE**

Payee

**CHARLIE SKIER**

Address

**123 CROSS COUNTRY LANE**

City

**SSM**

Province

**ON**

Postal Code

**P6A 0E4**

Account Codes		Item Description	HST	Amount
Account				\$
Type of account item falls under				
Jackrabbit, banquet, swap, tax				
Ski Swap Exp		Volunteer Lunch	6.5	50.00
Details				
				56.50

**Net Amount**

Requisitioned by

**CHARLIE SKIER**

Approved by

Date

Nov 24/14

Special Instructions

**Cheque #**

**Date Paid:**

**Note:**

Obtain account breakdowns from your receipts as best as you can.

All account items should be listed before tax pricing as there is a tax account.