



243 OgoPogo Squadron Cheque Requisition / Expense Report

Last Name: _____ First Name _____ Date: _____

Make cheque payable to same as above or else specify: _____

Staple receipts to the back of this report. Insert total payable at bottom of “amount” column. For numerous receipts, please attach neatly to a separate 8 ½ X 11 sheet. Identify with receipt number for each receipt.

Receipt #	Date dd-mmm-yy	Item Description	GST Amount	Total Amount
1	23-Sep-18	Example Item – Please be detailed	3.80	85.11
TOTAL:				

Notes:

CO - Approval: _____

CO – Budget: LSA | Squadron Budget

Supported by Region | Mixed (see above)

SSC - Approval: _____

Office Use Only

Budget Category _____

Cheque Number: _____ Date Issued: _____ Cheque Amount: _____