

(2026)



基約宣道會

New Covenant Alliance Church

Cheque Requisition

Note: All requisitions must be submitted with invoices/receipts and authorized by your department head.

Amount Requested: _____

DATE: _____

Payable To: _____

Note: _____

DATE	Particulars (Items)	Code	Amount (including HST)	HST

Total: 0 0

Requested By: _____

Signed: _____

Approved By: _____

Signed: _____

For Finance Department:

Cheque # _____

Initial: _____

DATE: _____