GRAND ERIE DISTRICT SCHOOL BOARD

BUSINESS SERVICES DEPARTMENT

PAYMENT VOUCHER / CHEQUE REQUEST FORM

Payment Voucher/Cheque Request Form - is used when you would like to register for a conference and have the GEDSB pay the cost of the registration in advance. This is the Board's preferred method of payment for a conference. The form must have two copies of the registration form attached and the three required signatures. This procedure requires a minimum of 2-3 weeks prior to the date of the conference. Most conferences allow for registration in advance of payment when the payment is being submitted by the school board. This is advisable to secure your spot at the conference. Include your confirmation/reference number with your payment request and registration.

VENDOR #:

INVOICE #:

INVOICE DATE:

PAYEE NAME
(cheque made payable to)

DUE DATE:

ADDRESS

TELEPHONE:

TOTAL: $

ACCOUNT DISTRIBUTION

Fund	Dept.	Func.	Object.	Program	Panel	Location Code	DEBIT/CREDIT AMOUNT	
X	XXXX	XX	XXX	XXX	X	XXX		

REFERENCE FOR CHEQUE STUB **(THIS INFORMATION WILL APPEAR ON THE CHEQUE STUB)**
(I.E. GOODS/SERVICE PURCHASED, CONTACT/REFERENCE PERSON, CLAIM PERIOD, ETC)

HST TOTAL

(Business Use Only)

DESCRIPTION OF REQUEST **(FOR APPROVAL PURPOSES ONLY)**
(PLEASE DETAIL ANY FURTHER PAYMENT DIRECTION HERE)

PREPARED BY REQUESTOR (TEACHER):

Name: Please Print **Signature:**

APPROVED BY UNION STEWARD:

Name: Please Print **Signature:**

APPROVED BY ADMINISTRATOR:

Name: Please Print **Signature:**

APPROVED BY GEETF:

Name: **Signature:**

Please attach all invoices, receipts or other documentation, without which approval will not be granted.

Revised: 2023 10 02