



**SCHOOL-GENERATED FUNDS  
CATHOLIC SCHOOL COUNCIL CHEQUE REQUISITION**

Pay to the order of:  
Address:


Amount of Cheque: \_\_\_\_\_

CSC Category Name:

CSC Category # (Series #11000):


Description (include invoice # and details)	HST Paid	Total Amount Payable
<b>Total</b>		

Date Required: \_\_\_\_\_

**Special Instructions:**

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Authorized by: \_\_\_\_\_

**CSC Treasurer or CSC Chair**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **School Principal**

\_\_\_\_\_ **Date**

Note: Original receipts and invoices must be attached to the cheque requisition. Where possible, a copy of the CSC meeting minutes confirming this purchase should be attached to the requisition.