



PURCHASE APPROVAL / CHEQUE REQUISITION School Generated Funds

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

The Purchase Approval / Cheque Requisition Form is to be completed by Staff and Primary Contacts of School Activities **before** any expenditure is made. Expenditures that do not have prior approval with this form, may, at the Principal's discretion, be denied reimbursement. **Form to be printed on one (1) sheet, double sided.**

To be Completed by Staff and Primary Contacts of School Activities

Staff or Primary Contact's Name (Please Type / Print) _____

Date _____

What Are You Purchasing?

Why Are You Purchasing It?

Cheque Payable to:

Name: _____

Address: _____

Estimated Amount (Including HST): _____

Purchase to be Funded From:

School Generated Funds/School Council Category: _____

To be Completed by Principal / Superintendent

For Principal expenses, the Family of Schools Superintendent **must** approve the purchase and reimbursement below:

Approved Denied Reason if denied: _____

Principal (or Designate) Signature _____

Date _____

Superintendent's Signature _____

Date _____



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To be Completed by Administrative Assistant / Finance Administrative Assistant

*This section is to be completed **before** issuing any cheques for payment.*

Ensure the Following Prior to Cheque Issuance:

- Completed Purchase Approval Form
- Invoice or Receipt is Attached
- Goods Received and/or Services Rendered

*This section is to be completed **after** issuing any cheques for payment.*

Payment Information:

Cheque #: _____

Cheque Date: _____

Amount: _____

Administrative Assistant's / Finance Administrative Assistant's
Signature

Date

Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act, the Broader Public Sector Accountability Act, 2010 and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the School Generated Funds and Fundraising programs. Questions regarding the collection of this information should be directed to finance@wcsb.ca

Completed by: Staff or Primary Contact of School Activity
Distribution: Staff or Primary Contact of School Activity → Principal/Superintendent → Administrative Assistant
Retention: Main Office SGF Records (Current + 6 Years)