



# **PURCHASE APPROVAL / CHEQUE REQUISITION School Generated Funds**

## **ACCESSIBILITY:**

To request this file in large print, please email [aoda@wcdsb.ca](mailto: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: \_\_\_\_\_

\_\_\_\_\_  
Principal (or Designate) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date



# **PURCHASE APPROVAL / CHEQUE REQUISITION**

## **School Generated Funds**

### **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

#### **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 and protected in accordance with 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 the Executive Assistant – Corporate Services.

To be Completed by: Staff and Primary Contacts of School Activities, the school Principal or Designate, the family of schools' Superintendent (where applicable), and the Administrative Assistant / Finance Administrative Assistant.

Description of Use: Original: Current-Year School Generated Fund Records; (Retain: Current + 6 Years)