#WeAreOne



REP TEAM - CHEQUE REQUISITION FORM

Team:	Date:
Manager Name:	2nd Official Name
Email:	Phone:
Cheque Amount: \$ F	Payable to
Reason for Cheque:	
Does the Cheque need to be mailed: YES	NO
If Yes, please provide the mailing address	
Address:	City:
Prov:Postal Code:	
All cheques will be ready within 2 weeks of submitting the Cheque Requisition Form. The Team Manager will be notified via email when the cheque is ready for pick up or when it has been mailed to the above address.	
Managers Signature	2 nd Team Official Signature
<u> </u>	
Office Use Only	
	ount : Cheque Date:
Team Balance Going Forward: \$ Authorized by:	