

**MISSION TO SEAFARERS**  
**Port of Thunder Bay**

**Cheque Requisition Form**

CR 26- \_\_\_\_\_

*Please staple the receipt to this form*

Description	Quantity	Unit Price	Amount		
What is the purchase for?  _____			Sub-Total		
			13% HST		
			Total		

Provisions: name of ship: \_\_\_\_\_

Invoice #: A25 - \_\_\_\_\_

Cheque Payable to:

\_\_\_\_\_

Requested by: \_\_\_\_\_

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

**Cheque Distribution**

1. Give cheque to: \_\_\_\_\_ or

2. Mail to

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

*Approval by Chaplain or Chair of the Board*

Approved by: \_\_\_\_\_

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

**For Treasurer's Use**

QB Account: \_\_\_\_\_

\_\_\_\_\_

Cheque # \_\_\_\_\_ Date issued: \_\_\_\_\_