

**SCHOOL DISTRICT NO. 20 (KOOTENAY-COLUMBIA)**

2001 Third Avenue, Trail BC V1R 1R6 – Phone 250.368.6434 / Fax 250.364.2470

**CHEQUE REQUISITION/VOUCHER**

*Please complete and forward to School Board Office, attention Accounts Receivable  
or attached digital signature (or print, sign and scan) and email to [accounts payable@sd20.bc.ca](mailto:accounts payable@sd20.bc.ca)*

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

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

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

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

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

re: \_\_\_\_\_

*(please attach receipt here  
or on separate sheet of paper)*

<b>ACCOUNT CODE</b>	<b>AMOUNT</b>	<b>GST</b>
<b>TOTAL</b>		
<b>INVOICE NO</b>	<b>CHECKED BY</b>	
<b>VENDOR NO</b>	<b>PRINCIPAL SIGNATURE</b>	