

Cheque Request Form



**FREE REFORMED
SCHOOL ASSOCIATION**

My heart I offer to You Lord - promptly and sincerely

Process Time

Cheques are processed every Tuesday. Please make sure you hand the request in before 10am Tuesday. If it is needed before Tuesday special arrangement will have to be made with Administration.

NOTE: BPS/RPS/KPS are responsible to bring & pick up the mail to & from JCCC pigeon hole.

Applicant:		
Position:		
School:		
Name of Payee:		
ABN number of Payee:		
Cheque Amount:		\$
GST Applicable:	Yes	No
Job Number:		
Account Code:		
Reason for expenditure:		
Send Cheque to:	Supplier	Applicant
Date of Application:		
Signature of Applicant: <i>(name is satisfactory if sent by email)</i>		
Authorisation Signature: <i>(Principal / Learning Area Coordinator)</i>		

Email to: margaret.cooper@frsa.asn.au

Please Note: A tax invoice must be provided to Administration as soon as possible after the cheque has been received, or GST must be charged to the allocation account.

OFFICE USE ONLY

Administration:

Signature

Date