



**Junior Chamber International Tsuen Wan**  
荃灣青年商會 (國際青年商會香港總會成員)  
™ Affiliated with Junior Chamber International Hong Kong

## Cheque Requisition Form

For Internal: Waveapps: <input type="checkbox"/> Record Payment: <input type="checkbox"/>
Cheque #:
Received by:
Signature:
Date:

Date:
Amount (HKD):
Cheque payable to:
Area: Admin / BA / CC / CD / IA / LD / MA / ME / Publication / IT / Others: _____

Project Name:
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IE Statement Item No	Date	Item / Description	Amount (HKD)
Total:			

Requested by:	Endorsed by: (Chairman or S.O.)
Name: _____	Name: _____
Position: _____	Position: _____
Signature: _____	Signature: _____

### Procedures:

1. Securely attach all original invoices/receipts onto A4 paper along with approved Check Requisition Form to Project Treasurer for checking.
2. Please take a photocopy or scanned copy for recordkeeping and cross-reference with Project IE Statement before submitting to Honorary Treasurer for claim.
3. The person who prepares the Form should make sure the Name of the payee and the amount are correct. If the check needs to be re-issued due to incorrect payee name, a HK\$200 administration fee will be charged to the person who submitted the Check Requisition Form.
4. Requests should be submitted within 6 months of receipt date, 1 month of project event date, or December 31st, whichever sooner.

last update: 07/16