

Project Disbursement Checklist and Cheque Requisition

PAYEE	
ADDRESS	

VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	PA NUMBER

Client Name:	TOTAL COMMITMENT	\$
	PREVIOUS ADVANCE	\$
Project Title:	PREVIOUS REVERSALS	\$
	THIS ADVANCE	\$
Project Officer:	REVERSAL	\$
This project is complete: Yes No	BALANCE TO ADVANCE	\$

DESCRIPTION	ACCOUNT CODE	AMOUNT
TOTAL HST		
	TOTAL	\$

AUTHORIZATION:

Terms and conditions of the letter of offer have been fulfilled by client.

Initials: _____

Evidence of expenditures has been reviewed and is on file.

Initials: _____

I certify that everything is in order to issue the above noted payment.

Signed: _____

Payment approved by:

Signed: _____

NOTES:

Dated: _____

Return for Letter? Yes No To whom? _____

Office use only

REVIEWED	POSTED TO ADAGIO	POSTED TO DB	PROJECT NUMBER	REVERSAL	AMOUNT