



PTA2527CRF_20251123

Cheque Requisition Form
支票申請表

URGENT (急件) NORMAL (正常) DATE (日期) : _____

Cheque Require Date : _____
 (需要支票日期)

Payee (抬頭) : _____

Invoice No. (發票編號) : _____

Amount (金額) : _____

Description (申請內容) / : _____
 Activity Name (活動名稱)

Remarks (備註) : Quotation (報價單) : Yes (是) No (否)

Requested by (申請者) : _____

Approved by - Parent:
 (批核人- 家長委員)

Approved by – School:
 (批核人- 校方委員)

* Chairman / Treasurer
 * (Jannie / Karl or Howard)

* Vice Chairman / Treasurer
 * (Rizwan / Ivy)

* Please delete as appropriate.

<u>Account Group</u>	
<input type="checkbox"/>	GF (General Fund)
<input type="checkbox"/>	WH (WeHome)
<input type="checkbox"/>	WC (WeCare)
<input type="checkbox"/>	WP (WeProud)
<input type="checkbox"/>	AP (A-Parent Sport Club)
<input type="checkbox"/>	One Call, Stationary, Website, Mobile, Sundry

Enote Number or Event Name	

Bank of China or
 Bank : Hang Seng Bank Cheque No. : _____
 銀行名稱 支票編號

Receiver (收票人) _____