



PTA2325CRF_20231030

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
* (Karl / Steven or Joe C)

* Vice Chairman / Treasurer
* (Claudia / Siu Yee)

* 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 : Bank of China
銀行名稱

Cheque No. : _____
支票編號

Receiver (收票人)

