

CHEQUE REQUEST

To: **FINANCE MANAGER**

From : _____ Signature : _____ Date : _____

Qty	Description	Price Each	Total Price	Cost Centre
		Sub Total		
		Total		

Remarks: _____

Section Manager Authorisation (Amounts < R2500.00)

Name : _____

Signature: _____

Date : _____

General Manager Authorisation (Amounts R 2500 - R 15 000)

Name : _____

Signature: _____

Date : _____

Managing Director Authorisation (Amounts Higher than R 15 000)

Name : _____

Signature: _____

Date : _____

Cheque Details

Cheque Number _____

Amount _____

Name on cheque _____

Received by _____

Signature _____

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