

## CHEQUE REQUISITION FORM

Appendix E Form III

Cheque payable to (w / Bank Account) \_\_\_\_\_

Amount (HKD):  
\$ \_\_\_\_\_

Date of Application \_\_\_\_\_

<b>Project Name:</b>  <i>(Leave blank for Administration / General Expenses)</i>	<b>Area to be debited (<i>Please Circle</i>) :</b>  ADM / BA / CD / IA / LD / MA / ME / CC / PUB / R&R / IT / NBN / Senate TDC / ASPAC / Congress / Inaugural / TOYP / UNMDG / Alumni / CM / Media /
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Item No.	Date	Description	Amount
1			
Remarks: Currency exchange rate:			\$

<b>Requested By:</b>  Name: _____ Position: _____ Tel No: _____ Signature: _____ Payee Contact No: _____ E-mail address: _____	<b>Endorsed By: <i>Please circle when appropriate.</i></b>  Name: <u>Kenneth /Terry /Rafael /Evan</u> Position: <u>NIPP/NGLC/NEVP</u> Signature: _____ Date: _____ Approved By NP Ben Mak: _____ Date: _____
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<i>To be completed by Chamber Office Staff:</i>	
Voucher No. : _____	Bank: <u>HSBC</u>
A/C No. _____	Cheque No: _____
Entered By: <u>Michelle</u>	Checked By: <u>(NHT Ewan Siu)</u>

Cheque Received By: _____	Signature: _____	Date: _____
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**Note:**

1. Application is only acceptable for the project with completed financial report (Form I Budget & II Financial Report).
2. Original invoices/receipts must be submitted together with this form to Chamber Office Staff.
3. For NOM project, this form should be completed by Project Treasurer or Project Chairperson and endorsed by NOM Supervising Officer.
4. For Individual Area and Commission, this form should be completed by the NOM Officer or Commission Chairperson. This form must be endorsed and signed by NIPP, NGLC or NEVP.
5. The applicant should ensure the payee name and the amount are correct. If the cheque needs to be re-issued due to incorrect payee name or amount, a HK\$200 administration fee will be charged to the person who submitted the Cheque Requisition Form.