ROTARY CLUB of BURLINGTON LAKESHORE

CHEQUE REQUISITION FORM

Send to payments@rcbl.org, attach receipts

Send completed request to Treasurer Date of request:________________________

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Cheque payable to:____

Mailing address:____

____

____

Amount of cheque: _________

____

Committee to be charged: ____

Mail directly:__________________________or Deliver to: _______________________________

Particulars:____

____

____

Authorized by: ____

Once cheque is complete notify:____

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

For Treasurer's use only:

Date Paid:______________________________Cheque Number: __________________________

Amount:_______________________________G.L. Account Charged: ______________________

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx