

**ROTARY CLUB of BURLINGTON LAKESHORE**

**CHEQUE REQUISITION FORM**

**Send to** [**payments@rcbl.org,**](mailto: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