



**ROTARY CLUB OF OAKVILLE
TRAFALGAR FOUNDATION INC.**

2016 Cheque Requisition Form-DOCUMENTATION MUST BE ATTACHED

Date: _____

Payee: _____

Payee's address: or invoice attached _____

Amount: \$ _____ **Due When** _____

Payee's Contact Name/Phone: # or e-mail address _____

Mailing/Delivery Instructions: _____

Is a Thank You letter or Acknowledgement needed? (YES or NO) _____

If so, who is responsible for responding? (Name) _____

APPROVAL OF EXPENDITURE-Committee (please circle one)

**Administration Beverage Crafters Children's Village Contracts Entertainment
Finance Food Vendors Logistics Marketing Parking Recycling Ribbers
Security Sponsorship Transportation Volunteers**

Purpose of expenditure (Specify) _____

Submitted by (Name & Sign) _____

Sub Committee or Project Chair Approval (Name & Sign)

Ribfest Treasurer Approval (Name & Sign) _____

ROTARY CLUB OF OAKVILLE TRAFALGAR FOUNDATION CLUB TREASURER

Foundation cheque number issued _____ **Dated** _____

Expense amount \$ _____ **Charge to:** _____

HST recoverable Federal #1452 \$ _____ **Ontario #1454 \$** _____