



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



2018 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 \$ _____