



**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 \$ \_\_\_\_\_