

Chilliwack Fraser Rotary Club Cheque Requisition

Date _____

- Cheque** (attach receipts)
 Transfer (attach documentation)

Service

- Club
 Community
 International

- RLI
 Swing into Spring

 Other (specify)

<i>Cheque</i>		
Payable to:	Amount:	<input type="checkbox"/> CAD <input type="checkbox"/> USD
Purpose:		
From Account : (specify)		
Included in Budget? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Budgeted: \$	
<i>Transfer</i>		
From Bank: _____	To Bank: _____	
Account No: _____	Account No: _____	
Account Name: _____	Account Name: _____	
Purpose:		
Included in Budget? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Budgeted: \$	
<i>Approvals</i>		
Requested By: _____	_____	
<i>Name</i>	<i>Signature</i>	
Approved By: _____	_____	
Director / Executive Name	Signature	
<i>Treasurer's Use</i>		
	Cheque No.:	
	Account:	

Please ensure receipts are provided for reimbursement of expenses, as cheques will not be issued until proof of payment is provided. Cheques payable to third parties do not require receipts; however copies of invoices should be submitted.