

EXPENSE/CHEQUE REQUEST FORM

Rotary Club of Kelowna Ogopogo



For reimbursement of funds spent on behalf of the Rotary Club of Kelowna Ogopogo, or to request a cheque, please complete this form, attach receipts if required and give to Club Treasurer for processing.

DATE	
MEMBER NAME	
MEMBER SIGNATURE	

FOR EXPENSE REIMBURSEMENT COMPLETE THIS SECTION AND ATTACH RECEIPTS:

DATE OF EXPENSE/RECEIPT	DETAILS	AMOUNT
	TOTAL	

FOR CHEQUE REQUISITION COMPLETE THIS SECTION:

DATE CHEQUE REQUIRED	
CHEQUE PAYABLE TO	
APPROVED BY: (Circle One Option)	Committee Exec Membership
MAILING ADDRESS FOR CHEQUE IF REQUIRED	

For Treasurer to complete:

Date of Cheque	
Cheque Number	
Amount of Cheque	
Account Used	General Gaming

Approval Requirements – Up to \$1,000 Committee/\$1,001-\$4,999 Executive/\$5,000+ Membership