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**Request for a Cheque to be issued to be completed and submitted to the Treasurer.**

|  |  |
| --- | --- |
| Requested by |  |
| Budget to be debited |  |
| Authorized by Committee Chair  Name (print) | Signature of Committee Chair |
| Cheque to be payable to |  |
| Amount | $ |
| Cheque to be sent/given to |  |
| Date required |  |
| List any supporting documents |  |

|  |
| --- |
| What is the cheque for? |

To be completed by the Treasurer Received by signature:

|  |  |  |
| --- | --- | --- |
| Cheque # |  |  |
| Date issued |  |