

## CHEQUE REQUISITION

(Required where vendor invoice is not available or for reimbursement to a member for expenses incurred on behalf of the club)

**Date of Request:** \_\_\_\_\_ 20\_\_

**Date Required by:** \_\_\_\_\_ 20\_\_

**Requested by:** \_\_\_\_\_

**Payee:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_

<b>Purpose for payment and description of expenditure:</b>	
_____ _____ _____ _____ _____	
<b>Expense details:</b>	
_____	\$ _____
_____	_____
_____	_____
_____	_____
<b>Total Amount</b>	<b>\$ _____</b>
<b>Source of Funding:</b>	
General Account <input type="checkbox"/> Gaming Account <input type="checkbox"/> District Grant Account <input type="checkbox"/>	

- Notes:**
1. Submission must either be supported by receipts or be previously approved by the Board or included in the Approved Budget.
  2. This requisition may be emailed to the Treasurer for cheque issuance, but original with accompanying receipts will be required prior to release of cheque.

**Submitted by:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

<b>Date Cheque Issued:</b>
_____ 20__
<b>Cheque No:</b> _____