Cheque Request

Request Date_____

Cheque Amount $_____ ___ US Dollars ___ Canadian Dollars

Cheque Number _____

Cheque Payable To Name _____

Address_____

_____

_____

Budget Line _____

Notes: _____

_____

Approvals

Committee Name _____

Committee Chair _____ Date _____

District Director _____ Date _____

Finance Cmtee Chair _____ Date _____

District Governor _____ Date _____

Notes:

- All disbursements by District officers and committees shall be made by the District Treasurer allocated against items in the approved District budget and supported by properly documented invoices
- Disbursements less than US $1,000 require the signatures of the Committee Chair and appropriate District Director or the District Governor
- Any disbursement in excess of US $1,000 requires the approval of the District Governor and the Chair of the Finance Committee
- No disbursement in excess of a budgeted amount may be made without the express approval of the District Governor following a recommendation of the Finance Committee

Please save your file name as receiver of the cheque_purpose.pdf
Example: JoeSmith_DistrictConferenceExpenses.pdf

Save as