



Check/Cheque Request Form

Request Date: _____

Check Amount: _____ US Dollars _____ CA Dollars

Check Number: _____ Date paid by Treasurer: _____

Check Payable To: Name: _____

Address: _____

Budget Line to Charge: _____

Notes: _____

Approvals:

Subcommittee Name: _____ (if appropriate)

Subcommittee Chair: _____ Date: _____

Committee Name: _____ Date: _____

Committee Chair: _____ Date: _____

Chair, Finance Committee: _____ Date: _____

District Governor: _____ Date: _____

Notes:

- All disbursements shall be made by the District Treasurer after review by the District Executive Secretary and allocated against items in the approved District Budget. All check requests must include a paid receipt if it is a reimbursement to be paid or an invoice if it is a bill to be paid.
- Disbursements less than US \$1000, require the signatures of the Subcommittee Chair (if a subcommittee expense) and the Committee Chair along with the District Governor or the Finance Chair.
- Any disbursement in excess of US \$1000, requires the approval of the District Governor and the Finance Committee Chair prior to disbursement.
- 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 as receiver of the check/cheque_purpose.pdf

Example: CkReq_JoeSmith_DistrictConferenceExpenses.