



CHEQUE REQUISITION

1. To be completed by either a Committee Chair or a Member
2. To be approved by Committee Chair before delivering to Treasurer
3. To be submitted to the Treasurer for payment

Committee:

Club Division

Date: _____

Club Services

Amount: _____

PR & Communications

Membership & Vocational

Payable To: _____

Other: _____

Contact Phone: _____

Charity Division

Contact Email: _____

Ways & Means

Address: _____

Community Concerns

World Community Services

Youth & Exchange

Delivery
Instructions:

Other: _____

Foundation

Requested By: _____

Purpose/Description:

Approved By: _____

To be Completed by the Treasurer:

Account:

Club

Date: _____

Ways & Means

Cheque No.: _____

Programs

Amount (\$): _____

Restricted

G/L Account: _____

Foundation

Treasurer Approval: _____