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| --- |
| **CHEQUE REQUISITION FORM** |
| Date of Request: |  | Cheque Requested by: |  |
| Requestee’s Tel: |  | Email: |  |
| Pay to the order of: |  |
| Mailing Address to Send Cheque: |
|  |
|  |
| **All receipts, correspondence, etc. must be attached to this form.** |
|  |
| Item Details |  | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL $ |  |
|  |  |
| Expenses authorized by: (e.g., By-Laws, Executive motion, Membership motion, etc. If by motion, state meeting and date so that minutes can be referred.) |
|  |
| Will PRLC be reimbursed for this expense? If yes, indicate source: |  |
|  |
| **THIS AREA FOR USE BY TREASURER** | Additional notes: |
| Cheque # |  |  |  |  |
| Date of Cheque |  |  |  |
|  |