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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 | |  | | | | | |  | | |  | | |
|  | | | | | | | | | | | | | |