

Rotary Club of Nanaimo Daybreak

CHEQUE REQUISITION / AUTHORIZATION FORM

Requested by:		
Date:		
AMOUNT and Payee:		
Reason for Payment: <i>Attach supporting documents to back of Form</i>		
APPROVAL:		
Approved by:		
Date Approved:		
DELIVERY OF CHEQUE:	<input type="checkbox"/>	Deliver cheque to Requester
	<input type="checkbox"/>	Mail cheque to Payee (Please provide address):
Payee Address:		
APPROVAL: (Completed by Board Members)		
Approving Board Member:	<input type="checkbox"/>	Executive (President/President Elect/Secretary/Treasurer
	<input type="checkbox"/>	Club Services
	<input type="checkbox"/>	Community Service
	<input type="checkbox"/>	International Service
	<input type="checkbox"/>	Vocational Service
Fund:	<input type="checkbox"/>	Operating Fund
	<input type="checkbox"/>	Trust Fund
Budget Line Item:		
Comments:		
Approval Signature:		
PAYMENT: (Completed by Treasurer)		
	<input type="checkbox"/>	Operating Fund
	<input type="checkbox"/>	Trust Fund
	Issue Date:	
	Cheque Number:	