



## Cheque Requisition Form

**Program:** Director to Complete

**Account:** Treasurer to Complete

<input type="checkbox"/> 1-01 President	<input type="checkbox"/> 3-03 OPERATIONS: Canada. & Inter.
<input type="checkbox"/> 2-01 ADMIN: Admin Services	<input type="checkbox"/> 3-04 OPERATIONS: Youth
<input type="checkbox"/> 2-02 ADMIN: Member Services	<input type="checkbox"/> 4-01 SPORT DEV: Officiating
<input type="checkbox"/> 2-03 ADMIN: Meetings: AGM/SAGM	<input type="checkbox"/> 4-02 SPORT DEV: Coaching
<input type="checkbox"/> 2-04 ADMIN: SUMAC	<input type="checkbox"/> 4-03 SPORT DEV: Youth
<input type="checkbox"/> 3-01 OPERATIONS: Indoor Prov.	<input type="checkbox"/> 4-04 SPORT DEV: Athlete Dev.
<input type="checkbox"/> 3-02 OPERATIONS: Outdoor Prov.	<input type="checkbox"/> OTHER: (specify)

<input type="checkbox"/> 5110-Accounting & Legal
<input type="checkbox"/> 5115-Administrative Expense
<input type="checkbox"/> 5120-Advertising Expense
<input type="checkbox"/> 5140-Awards Expense
<input type="checkbox"/> 5160-District Marketing / Roster
<input type="checkbox"/> 5180-Fee Expense
<input type="checkbox"/> 5190-Grant or Subsidy Expense
<input type="checkbox"/> 5195-Entry Fees
<input type="checkbox"/> 5200-Green Fees Expense
<input type="checkbox"/> 5220-Insurance Expense
<input type="checkbox"/> 5230-Interest & Bank Charges
<input type="checkbox"/> 5240-Membership Cards
<input type="checkbox"/> 5250-Miscellaneous Expense
<input type="checkbox"/> 5270-Office Supplies
<input type="checkbox"/> 5280-Postage, Shipping & Mailing
<input type="checkbox"/> 5290-Score Card Expense
<input type="checkbox"/> 5300-Stationary & Printing
<input type="checkbox"/> 5310-Subcontractor Expense
<input type="checkbox"/> 5320-Supplies Expense
<input type="checkbox"/> 5330-Travel & Meals Expense
<input type="checkbox"/> 5335-Reimbursable Expense
<input type="checkbox"/> 5340-Officiating Fees Expense
<input type="checkbox"/> 5345-Coaching Fees Expense
<input type="checkbox"/> 5350-Uniforms Expense
<input type="checkbox"/> 5355-Meeting Expense
<input type="checkbox"/> 5360-Digital Communication Expense
<input type="checkbox"/> 5370-Storage Unit Rental
<input type="checkbox"/> 5375-Merchant Commission - PayPal
<input type="checkbox"/> 5885-Reconciliation Discrepancies

<b>Payee:</b>	
<b>Mailing Address:</b>	
<b>Phone Number:</b>	
<b>Invoice Date:</b>	
<b>Description:</b>	
<b>Total Amount:</b>	
<b>Date Approved:</b>	
<b>Signature:</b>	

<b>For Office Use Only:</b>	
<b>Cheque #:</b>	
<b>Cheque Date:</b>	