



## REQUISITION FORM CHEQUE

<b>PROGRAM *Director to complete. (please circle)</b>			
1-01	President	3-03	OPERATIONS: Canada & Inter.
1-02	ADMIN: Admin Services	3-04	OPERATIONS: Youth
2-02	ADMIN: Member Services	4-01	SPORT DEV: Officiating
2-03	ADMIN: Meetings (AGM/SAGM)	4-02	SPORT DEV: Coaching
2-04	ADMIN: SUMAC	4-03	SPORT DEV: Youth
3-01	OPERATIONS: Indoor Prov.	4-04	SPORT DEV: Athlete Development.
3-02	OPERATIONS: Outdoor Prov.		OTHER:(specify below)

<b>REQUISITION INFORMATION *Director to complete.</b>					
<b>NAME OF 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>PLEASE SUBMIT REQUISITION TO:</b>					
<i>BOWLS BC, c/o Lynn DeLaBarre # 5-1291 Foster Street White Rock BC V4B 3X2  or email to <a href="mailto:treasurer@bowlsbc.com">treasurer@bowlsbc.com</a></i>					
<b>A C C O U N T: TREASURER TO COMPLETE</b>					
5001	Bowls Canada Boulingrin	5220	Insurance Expense	5330	Travel & Meals Expense
5110	Accounting & Legal	5230	Interest & Bank Charges	5340	Officiating Fees Expense
5115	Administrative Expense	5240	Membership Cards	5345	Coaching Fees Expense
5120	Advertising Expense	5250	Miscellaneous Expense	5350	Uniform Expense
5140	Awards Expense	5270	Office Supplies	5355	Meeting Expense
5160	District Marketing Rebate	5280	Postage, Shipping & Mailing	5360	Digital Communication Expense
5180	Fee Expense	5290	Score Card Expense	5370	Storage Unit Rental
5190	Grant & Subsidy Expense	5300	Stationary & Printing	5375	Merchant Commission-Pay Pal
5195	Entry Fees	5310	Subcontractor Expense	5885	Reconciliation Discrepancies
5200	Green Fees Expense	5320	Supplies & Expenses		