

Clubs Cheque Request Form



WWW.FEDS.CA

Club Information

Club Name: _____ Date: _____

Purpose of Cheque: _____

Request Submitted by: _____ E-mail: _____

Cheque made payable to: _____

Account Information

Account # (4 digits) : ____ / ____ / ____ / ____ / Dept 1200

Receipt Info: _____

\$ _____

Account # (4 digits) : ____ / ____ / ____ / ____ / Dept 1200

Receipt Info: _____

\$ _____

Account # (4 digits) : ____ / ____ / ____ / ____ / Dept 1200

Receipt Info: _____

\$ _____

Total \$ _____

Important Information

- Original receipts must be attached along with the Cheque Request Form.
- You must keep photocopies of your receipts
- Please submit itemized receipts from Visa and Mastercard (not the signature copy)
- Cheque requests cannot be used to pay for liquor purchases
- Visa and Mastercard slips are not itemized receipts. The receipt has to show each item purchased
- For auditors purposes, no exceptions will be made.

Club Signing Officer

Club Signing Officer

Clubs Director