

SLS CHEQUE REQUISITION FORM

Person Completing Form (Club Executive Member):

Name: _____ Year: _____

E-mail: _____ Phone No.: _____

Cheque Details:

Payable To: _____

Committee/Club: _____

Event/Purpose:

**PLEASE ATTACH ORIGINAL RECEIPTS TO THIS FORM AND
RETAIN COPIES FOR YOUR OWN RECORDS.**

ITEM:

AMOUNT:

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____

Total: \$ _____

**PLEASE LEAVE COMPLETED FORMS IN THE FOLDER NEXT TO THE
SLS OFFICE DOOR.**

OFFICE USE:

Cheque No.: _____

Cheque Issued By: _____ Date: _____

Cheque Recorded By: _____ Date: _____