

# Canmore Seniors Association

Seniors  
Serving Seniors



## CHEQUE REQUISITION

*Cheques will be processed when approved by a Responsible Director (or President) the information lines filled in below. Board approval is required for expenditures not identified within scope of budget and/or which exceed \$300. Attach supporting receipt if available.*

<b>Request date:</b>
<b>Cheque requested by (Requestor):</b>
<b>Request approved by (Responsible Director or President):</b>
<b>Brief description:</b>
<b>Amount:</b> \$
<b>Cheque payable to:</b>
<b>Give / send cheque to:</b>

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### Signatures:

1) Requestor: \_\_\_\_\_

2) Responsible Director (or President): \_\_\_\_\_

### Budget to be charged:

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> Administration / Finance | <input type="checkbox"/> Entertainment      | <input type="checkbox"/> Grounds    |
| <input type="checkbox"/> Hospitality              | <input type="checkbox"/> House              | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Publicity                | <input type="checkbox"/> Rentals            | <input type="checkbox"/> Sports     |
| <input type="checkbox"/> Travel & Tours           | <input type="checkbox"/> Life Long Learning | <input type="checkbox"/> Bar        |

### For Treasurer use only:

Cheque #: \_\_\_\_\_

Budget line item: \_\_\_\_\_

Source (general or gaming funds): \_\_\_\_\_