

Rotary Club of Kelowna Ogopogo

EXPENSE REIMBURSEMENT FORM

CHEQUE REQUISITION FORM

Date: _____

Date cheque is required: _____

Cheque to be payable to:

Person to whom the cheque is to be given: _____

OR – Mailing Address:

Expenditure Description:

Cheque Amount: \$ _____

***** Receipt(s) or Paperwork MUST be attached and the expense approved by the appropriate Committee Chair or Designated Alternate. *****

Requester's Signature

Committee Chair Approval
(up to \$1,000) – Signature

Name of Committee

Club Approval (over \$1,000) – President or President Elect Signature

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Cheque # _____

Account: General _____

Cheque Signing Officers'
Initials

Gaming _____

Date _____

Charity _____
