



ROTARY CLUB OF OAKVILLE TRAFALGAR FOUNDATION INC.

2012 CHEQUE REQUISITION

DOCUMENTATION MUST BE ATTACHED

Date: _____ Payee: _____

Payee's address: or invoice attached

Amount: \$ _____ Due When _____

Payee's Contact Name/Phone: # or e-mail address

Mailing/Delivery Instructions:

Is a Thank You letter or Acknowledgement needed? YES or NO

If so, who is responsible for responding?
(Name) _____

APPROVAL OF EXPENDITURE

Committee (please circle one)

Logistics Sponsorship Marketing Parking Recycling Beverage Ribbers Food Vendors
Volunteers Finance Entertainment Crafters Children's Village Administration Contracts

Purpose of expenditure (Specify)

Submitted by (Name & Sign)

Sub Committee or Project Chair Approval (Name & Sign)

Ribfest Treasurer Approval (Name & Sign)

ROTARY CLUB OF OAKVILLE TRAFALGAR FOUNDATION CLUB TREASURER

Foundation cheque number issued _____

Expense amount \$ _____ Charge to: _____

HST recoverable amount \$ _____