

Rotary Club of Strathfield



CHEQUE REQUISITION

Date	
Prepared by	
Amount	
Payee (1)	
Being for (2)	
Source of funds (3)	
Attachments (4)	
Approved by	<div>Signature</div> <div>Date</div>

- (1) Please include the exact payee for the cheque
- (2) Include details of the expenditure and its purpose
- (3) Document the source of the funds
- (4) List and attach supporting documents