



Please Email this to [sarniagirlssoccer@bellnet.ca](mailto:sarniagirlssoccer@bellnet.ca) **and** [pthomas@bdo.ca](mailto:pthomas@bdo.ca)

## SARNIA GIRLS SOCCER CLUB 2013 SGSC - CHEQUE REQUISITION

Revision March 19<sup>th</sup>, 2013

<b>DATE OF REQUEST</b> <i>Required Entry</i>			
<b>AMOUNT BEING REQUESTED</b> <i>Required Entry</i>	\$		
<b>PAYABLE TO</b> (Please provide as much information as possible, thank you.) <b>Full Name of person/organization</b> <b>Address:</b> <b>Street, City</b> <b>Province, Postal Code</b> <i>(Required Entry: MUST provide Mailing Address)</i>	<b><i>Must provide complete name and address:</i></b>		
<b>REQUESTER:</b> <i>PERSON REQUESTING CHEQUE</i> <b>Requester's Name:</b> <b>Address:</b> <b>Street, City</b> <b>Province, Postal Code</b> <i>Required: Contact Phone Number &amp; Email</i>	<b><i>MUST provide Address for Mailing if not being mailed to Payable To:</i></b>		
<b>REASON FOR CHEQUE</b> (BE AS SPECIFIC AS POSSIBLE) Example: Cheque is for the U10 A travel team tournament fee.			
<b>If this is for a travel team, please identify which team</b> <i>Required Entry</i>			
<b>What do you want the treasurer/bookkeeper to do with cheque?</b> <b>***It is important for you to give clear directions!****</b> <i>Required Entry</i>	<input type="checkbox"/> Mail to Requester (Must provide full address if requester is different than who the cheque is PAYABLE TO:)	<input type="checkbox"/> Mail to the PAYABLE TO. (must provide full address above)	<input type="checkbox"/> Requester will make arrangements to pick-up from SGSC Office or Treasurer  <input type="checkbox"/> <b><i>Please provide Phone Number &amp; Email</i></b>
<b>DATE RECEIVED BY Office Administrator/Bookkeeper</b>	Date: <span style="background-color: yellow;">Yvonne Huggett:</span>		
<b>APPROVED BY TREASURER</b>	Date: <span style="background-color: yellow;">Pete Thomas:</span>		
<b><i>For Office Use Only</i></b>			
Cheque Number:	<b>ACCOUNT</b> <input type="checkbox"/> Full Serve, <input type="checkbox"/> Bingo, <input type="checkbox"/> Concessions		