



**K-W & DISTRICT SPECIAL OLYMPICS**  
P.O. Box 40107, Waterloo Square P.O.  
75 King Street South, Waterloo, Ontario N2J 4V1  
(519) 578-3113

### Cheque Requisition Form

Requested By:

Name: \_\_\_\_\_

Sport Club/Council: \_\_\_\_\_

Address: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Payable To:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person

City & Prov: \_\_\_\_\_

Name: \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_

Details:

Reason for Cheque: \_\_\_\_\_

Cheque Amount: \_\_\_\_\_

Date Required: \_\_\_\_\_

Budgeted Expense? Yes \_\_\_\_\_ No \_\_\_\_\_

Please include all relevant documentation (quotes, contracts, invoices, etc.)

I hereby certify that the information and claims herein are true

Council Authorization (must be signed by treasurer and one other council member)

Treasurer

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Council Member

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Cheque #: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Form # CH02102004