



Burlington Conservative Association

CHEQUE REQUISITION FORM

PAYEE: _____

CHEQUE AMOUNT: \$ _____

ACCOUNT (FOR FINANCIAL AGENT USE):

DETAILS OF EXPENDITURES:

INVOICE(S) & PROOF OF PAYMENT METHOD(S) ATTACHED

APPROVAL SIGNATURES BELOW required before payment (approval by email in lieu of signatures accepted)

COMMITTEE CHAIR (if applicable): _____

FINANCIAL AGENT: _____

PRESIDENT: _____

(FOR FINANCIAL AGENT USE):

CHEQUE # _____

CHEQUE DATE _____