Rotary Club of Port Hope
Cheque Request

Use to request a cheque for an advance, expense reimbursement, or account payable.

Submitted By: _____ **Date:**_____ **Amount:$**_____

This request is for (select one only):

(a) **A cheque to be issued to**: _____

for:_____

(Invoice/support attached)

(b) **A recoverable advance,** payable to me, for the purpose of:_____

_____

(c) **Reimbursement**, payable to me, for the following claimed expenses (***receipts attached***):

Date	Description	Event/Project/Activity	Amount

Total Expense	$
Less: Advances Received	$
Claimed/Returned	$

Committee: _____ **Event/Activity:** _____

Approved By: _____ **Date:** _____

Cheque issued: Date _____ Amount _____ No. _____

Charged to : G/L _____ Project No. _____