

RIVERSIDE PARENT ADVISORY COUNCIL
CHEQUE REQUISITION FORM

Date requested: _____ **Date required:** _____

Requested by: _____

Reason: _____

Details of the cheque(s)

<i>Payable To:</i>	<i>Amount \$</i>	<i>Cheque #</i>

Requester Signature: _____

N.B. It is a good idea to let the treasurer know when this form has been submitted to the PAC mail box. Send an email to sd43.riverside.pac@gmail.com. Feel free to scan and send everything electronically if you choose. There is no need to submit the request both in hard copy and electronically.

To be filled in by PAC treasurer

Date Issued: _____

Account: Operating ___ Gaming ___ Category: _____

Approved and signed by President (or minutes) _____