



**BCLM REGION
CHEQUE REQUISITION FORM
JUNE 2022**



Loyalty

Character

Sportsmanship

BCLM Regional Pony Club Cheque Requisition

DATE: _____ **AMOUNT:** \$ _____

REQUESTED BY: _____

EMAIL: _____ **CELL:** _____

PAYMENT PREFERENCE: **CHEQUE** **ETTRANSFER**

PAYABLE TO: _____

**WHERE TO SEND
PAYMENT:** (mailing
address for cheque or
email/mobile for etransfer) _____

**REASON FOR
PAYMENT:** _____

It is intended that BCLM volunteers not be out of pocket as a result of carrying out the duties or requested activities necessary to support Pony Club activities.

Treasurers and other BCLM volunteers entrusted with BCLM funds have to exercise proper stewardship of those funds. **Receipts or invoices are normally expected** to be provided to support requests for reimbursement of expenses. If a receipt cannot be provided, an explanation of the expenses is expected.

RECEIPTS ATTACHED: **YES** **NO** **SIGNATURE:** _____

If "NO" receipt, then please provide sufficient detail to justify the expenses:

FOR BCLM TREASURER USE ONLY:			
Payment Type:	<input type="checkbox"/> Etransfer	<input type="checkbox"/> Cheque	Cheque #: _____
Date Processed:	_____		
Special Instructions:	_____		
Charge To:	_____		
Issued By:	_____		