



B.C. Equestrian Eventing Cheque Requisition

DATE: _____ AMOUNT: \$ _____

REQUESTED BY: _____

EMAIL: _____ CELL: _____

PAYMENT PREFERENCE: CHEQUE ETRANSFER

PAYABLE TO: _____

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

REASON FOR
PAYMENT: _____

Treasurers and other BCEA volunteers entrusted with BCEA 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 BCEA TREASURER USE ONLY:			
Payment Type:	<input type="checkbox"/> Etransfer	<input type="checkbox"/> Cheque	Cheque #: _____
Date Processed:	_____		
Special Instructions:	_____		
Charge To:	_____		
Issued By:	_____		