

Submitted by: _____

Rev 1

6th Peace Arch Cheque Request Form

Section: Colony ☐ Pack ☐ Troop ☐ Company ☐ Crew ☐ Group ☐

Purpose for Cheque: Section: Camp ☐ Activity ☐ Purchase ☐ Other ☐

(description of expense)

To be Paid to:

(attach invoice – if invoice available)

Delivery: Mail (as per invoice) ☐ Mail (different address) ☐ Hand delivery ☐
Return to Section for delivery ☐

Amount: \$

Please staple the original invoice (if any) onto the back of this form and give it to your section leader for approval, who will then give it to the group commissioner for approval.

Expense approved by section leader and Group Commissioner:

Section Leader:

Signature: _____ Date: _____

Group Commissioner:

Signature: _____ Date: _____

Office Use Only

Cheque Issue Date: _____

Issued Cheque Number: _____

Treasurer's Signature: _____

Date: _____