



SOO OAKVILLE

Cheque Request Form

(Please make sure that this request conforms to SOO Guidelines)

Date: _____

Requested By: _____ Club: _____

Payable to: _____

Address: _____

Amount: _____ Including GST/HST

Description:	Banquet		
	Copies		
	Equipment		
	Membership		
	Postage		
	Recognition		
	Supplies		
	Tournament		
	Transportation		
	Uniforms		
	User fees		

For Treasurer: _____

Date Received: _____

Date Issued: _____

Cheque #: _____

Backup Provided: _____

GST: _____

All invoices or receipts must be made out to "SOO Oakville". If this is not possible, a receipt for payment must be attached