

Castleknock Hurling and Football Club Cumann Peil agus Báire Caisleán Cnucha

Cheque Requisition Form

***NOTE: You must get approval before committing the club to any expenses - see below**

For official use only	Chq requisition Number:	Cheque Number:
	Invoice attached - Yes ()	

Make Cheque Payable to:
Total Amount €
Date cheque is needed:

Details of goods / services provided**: (Invoice / Receipt attached)	€	€	€	€
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Expenditure approved by*:	
Post the cheque to (address):	
Or deliver to Juvenile Meeting	Yes / No
Or will be collected at executive meeting	Yes / No
Or will be collected from:	

*** All expenditure other than routine expenses (such as referees fees) to be approved in advance at executive meeting or by two of the following:**

- | | |
|-------------------|---------------|
| Club Chairman | Mick Lynch |
| Club Secretary | Eugene Treacy |
| Treasurer | Niall Tutty |
| Vice Chairman | Kevin Hogan |
| Juvenile Chairman | John Griffin |

**An invoice should be attached to this requisition, or at the latest provided when collecting the cheque. (except for referees fees where invoices are not available)

** Cheques will normally be signed at the next executive meeting (2nd & 4th Monday of month).