Castleknock Hurling and Football Club
Cumann Peil agus Báire Caisleán Cnucha

Payment Requisition Form

NOTE: You must get approval before committing the Club to any expenses – see below

For official use only	Payment requisition number: Invoice Attached – Yes ( )	Chq/Payment Number

Payee:		
Total Amount: €		
Date payment is required:		
Preferred payment type (Chq/Bank Transfer):		
Details of goods/services provided (Invoice/Receipt Attached)		**Team (e.g. Girls U14 H)**
Expenditure approved by:		

Bank Details or home address must be provided:

IBAN

BIC

Address:_____

***All expenditure to be approved by one of the following before submission to Club Treasurer Michael Roche:**

Club Chairman	Charlie Spillane
Club Secretary	Sean McLaughlin
Adult Male Chairman	Paul Warnock
Adult Ladies Chairman	Ollie Coffey
Juvenile Boys Chairman	Jason Sweeney
Juvenile Girls Chairman	Gerry O'Connor

** An Invoice should be attached to this requisition, or at the latest provided when collecting the cheque (except for referee fees where Invoices are not available)

** Cheques will normally be signed at the next executive meeting.

** Payments will be signed off over the first weekend of the month