



## SWAT HOCKEY

### Cheque Requisition / Expense Claim

*This form should be used for reimbursement of expenses and for payment for services and/or vendors for SWAT-related activities. All expense recoveries are subject to approval of the SWAT Board and /or Executive Committee in accordance with the guidelines incorporated in the annual budget. Should you have any question on the appropriateness of any expense recovery or payment, please confirm with Category Directors or the appropriate executive member prior to incurring an expense.*

*All cheque requests MUST include proper supporting documentation, which may include, but are not necessarily limited to invoices, receipts, emails, contract letters, or such other documentation as may be required to support the expense. Submit this form, along with necessary attachments to the SWAT Treasurer via e-mail to [treasurer@swat.ca](mailto:treasurer@swat.ca), or direct delivery to the Treasurer. Cheques will be processed as soon as practicable upon receipt.*

Request date		Date payment required	
Requested by			
Team # /Division			
Cheque payable to Address			
Date	Paid to	Expense code	Amount

**TOTAL CHEQUE**

Requested by: \_\_\_\_\_  
Signature

Approved by: \_\_\_\_\_  
Signature

Paid cheque # \_\_\_\_\_ Date paid \_\_\_\_\_