



Liverpool Yacht Club

REQUEST FOR A CHEQUE

AMOUNT:

SUBMITTED BY:

DATE:

EVENT / REASON:

CHEQUE TO BE MADE PAYABLE TO:

CHEQUE TO BE GIVEN / SENT TO:

(Please include address if you wish the cheque to be posted to you or to somebody else.
If no address is given then the cheque will be put into the Club letterbox).

INVOICE ATTACHED? YES / NO

(If not give reason)

(Please staple any invoices behind this form)

NOTE As you will be aware, the Club's Byelaws prohibit any member from purchasing or ordering any goods or services without first having obtained the approval of the Honorary Treasurer or alternatively two Senior Officers (with the exception amounts less than £100 from floats), or the Management Committee if the amount is greater than £1000.

Please show below therefore the date(s) this approval was given and the persons giving it if not the Hon Treasurer, and if necessary the date of the relevant Management Committee meeting:-

HON. TREASURER'S USE

CHEQUE NO:

CODE TO:

AMOUNT

CODE

Please send to:-

Mark Blanchard
C/O Vinci PLC
Ditton Road
Widnes
Cheshire
WA8 0PG