

QUEEN CITY YACHT CLUB

CHEQUE REQUEST

Requested by:		Date:	
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Payable to:	
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Address:	

Approved by:		Total Cheque Amount	
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If accepting payment by email e-transfer, input email address used to receive payment. **IF EMAIL ADDRESS ENTERED, PAYMENT WILL BE BY E-TRANSFER.**

INSTRUCTIONS:To use either print, use fillable PDF, or use Microsoft Excel to fill in the in the information. With Excel, the amounts will be summed and necessary totals displayed automatically

Expense Distribution:			
Expense	G/L		Amount
	HST		
	Membership Operations	5000-1	
	Mooring Operations	5100-2	
	Fleet Operations	5200-3	
	Marine Yard Operations	5300-4	
	Learn to Sail Operations	5350-5	
	Regalia Operations	5400-6	
	House Operations	5450-7	
	Grounds	5500-9	
	Sailing Program Operations	5600-10	
	Communications	5650-11	
	Entertainment Operations	5700-12	
	Administration Operations	5900-14	
	Planning	6800	

Date Paid	Cheque #	Issued by	Total Distribution

Comments and Explanation