



# BC Lower Mainland

REGION SOCIETY

[www.bclmponyclub.ca](http://www.bclmponyclub.ca)

## CHEQUE REQUISITION / REIMBURSEMENT FORM

DATE:  AMOUNT REQUESTED: \$

### REQUESTED BY

NAME:  EMAIL:   
PHONE:

### PAYMENT INFORMATION

PAYMENT METHOD: ☐ E-transfer ☐ Cheque PAYABLE TO:

E-TRANSFER EMAIL / MAILING ADDRESS:

### EXPENSE INFORMATION

EVENT / PURPOSE:

DESCRIPTION OF EXPENSE:

TOTAL EXPENSE: \$  AMOUNT REQUESTED FROM BCLM: \$

### SUPPORTING DOCUMENTATION

Attach applicable receipts/invoices and proof of payment. For CPC fees paid directly by a member, include proof of payment to CPC. Include any other documentation required under the BCLM Financial Policy.

SUPPORTING DOCUMENTATION ATTACHED: ☐ Yes ☐ No

IF NO, PLEASE EXPLAIN:

### CERTIFICATION

I certify that the expenses claimed above were incurred for the stated BCLM purpose and have not been reimbursed or paid directly by BCLM or another party.

SIGNATURE:  DATE:

Submit completed form and supporting documentation to: [BCLMtreasurer@gmail.com](mailto:BCLMtreasurer@gmail.com)

### FOR BCLM TREASURER USE ONLY

APPROVED AMOUNT: \$  DATE PROCESSED:  ISSUED BY:   
CHARGE TO / ACCOUNT:  NOTES:

*Loyalty + Character + Sportsmanship*