

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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INSTRUCTIONS: Either print to use 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	
	FLOOD		
	FLOOD		
	FLOOD		

Date Paid	Cheque #	Issued by	Total Distribution

Comments and Explanation