



Administrative use only Initial _____
Deposit/cheque date: _____ Posting _____

FINANCIAL TRANSACTION REQUEST FORM

- 1) This request is for a: Deposit Cheque (if cheque go to number 6)
- 2) Is this deposit a Program Grant for Administration by SCRRD? Yes No
(If yes please enclose the Application for the program grant. A 10% administration fee applies)
- 3) Is there a need for a new account for this program? Yes No
- 4) If deposit is for a partnership program, please specify the program: _____
- 5) Amount of deposit _____

Cheque Request:

- 6) Has this cheque been approved at your leadership table? Yes No
- 7) Is approval documentation is attached with original receipt? Yes No
NOTE: Approval must accompany requests for cheques
- 8) If cheque is from a partnership program, please specify the program _____
- 9) Amount of cheque _____, Payable to: _____
- 10) Submitted By: _____ Title: _____