



**The Gilbert and Sullivan Society of Sussex**

Folio Number .....  
For Treasurer's use

**Cheque Request**

A single cheque on each form please

Event or other Activity
Date of the above
Payee
Amount                      £
Cheque Number For Treasurer's use
Cheque Date For Treasurer's use

**Reason for Payment.** ( if necessary us the reverse of this form, ending with 'PTO' this side).

Please attach original till receipts or other documentation

Received by<sup>1</sup>: ..... date.....

Requested<sup>2</sup> by: ..... (*signature*)

Authorised<sup>3</sup> by: ..... (*signature*)

<sup>1</sup> Only used when this document is a receipt for payment (e.g. paying the speaker at an event)

<sup>2</sup> An appropriate Member of Mid Sussex G&S Society, however different from the person authorising the payment

<sup>3</sup> The Treasurer or another Committee Member