



**BRANCH REQUISITION FORM**  
**FOR USE OF CREDIT OR DEBIT CARDS OR EFT'S**

At the November 2023 annual Provincial Executive Council meeting, approval was given to Branches to utilize credit cards for payment of accounts payable. Section 1207 of the General By-Laws for Branches and Section 922 of the Ontario Provincial Command General By-Laws state that when credit or debit cards or EFT are used, a signed requisition form with two authorized signatures will be required.

**FORM**

Account Payee: \_\_\_\_\_

Amount of Payment: \_\_\_\_\_

Purpose of Expenditure: \_\_\_\_\_

Date Authorized: \_\_\_\_\_

Authorized By: \_\_\_\_\_

(at Executive Mtg, General Mtg, Finance Committee, President)

1<sup>st</sup> Signature (& Print Name) \_\_\_\_\_

Position Held: \_\_\_\_\_

2<sup>nd</sup> Signature (& Print Name) \_\_\_\_\_

Position Held: \_\_\_\_\_

Date: \_\_\_\_\_

Method of Payment

(Debit/Credit Card, or EFT) \_\_\_\_\_

Name on Credit/Debit Card \_\_\_\_\_

Expiry Date of Credit/Debit Card \_\_\_\_\_

