



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)

1st Signature (& Print Name) _____

Position Held: _____

2nd 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 _____