

## Cheque Requests

\*\* The Guild treasurer **cannot make payments by e-transfer**. This would require circumventing the safety guard which requires two signatures to make a payment or withdraw funds from the Guild bank account. Payments for all expenses can only be made by cheque. **We can receive payments made by e-transfer.**

When a cheque is requested

1. The name of the person/business to whom the cheque is to be made payable must be provided.
2. If this person is not a Guild member a mailing address must be listed.
3. The total amount owing should be shown clearly.
4. There should be a brief description of what was purchased and/or what it will be used for so that accounting records can be accurately kept.
5. Written documentation is required. A receipt or invoice from the vendor is preferred. If this cannot be obtained arrangements must be made with the treasurer to provide other verification.
6. A copy of any signed contract which agrees to pay someone (eg. Program Speakers) should be given to the Treasurer so that records are complete for auditing purposes.
7. When you know in advance that a cheque will be required for a future event making the formal request early can allow a cheque to be issued in a timely manner.
8. Requests and receipts can be emailed to the Treasurer  
[heather.tolton@gmail.com](mailto:heather.tolton@gmail.com) or [treasurer@thousandislandsquiltersguild.com](mailto:treasurer@thousandislandsquiltersguild.com)  
or left at my home 1323 1000 Islands Pkwy, Mallorytown
9. Barring unforeseen events, I will be at the Legion for monthly Guild meetings with the chequebook. If you have all documentation (as above) for me, I will issue a cheque immediately.

Heather Tolton

TIQG Treasurer

February 6, 2023