

City of Fort Saskatchewan



**Cheque Requisition Form**

**Payable to:** Ken's Catering  
**Address:** 10470 98 Ave Fort Saskatchewan, AB T8L 0V6  
**Councillor Pick up and Deliver in person**

**Date:** 15-Sep-21

REASON FOR REQUEST	GL CODE	Base Amt	GST	Total Amount
Councillor Lennox Donation Request - Feed the Community Initiative	1.2140.11219			\$ 200.00
				\$ 200.00

Requested by: **Jennifer Chapman for Councillor Deanna Lennox**  
(please print name)

Signature : See attached approved email  
(Signature)

**Please attach all back up showing reason for the cheque request.**

**From:** Brenda Molter  
**Sent:** September 20, 2021 9:48 AM  
**To:** Jennifer Chapman  
**Subject:** FW: D. Lennox Donation Request  
**Attachments:** Cheque Request Form - Sept Ken's Catering.xls

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Jennifer, I approve of the attached expense claim for a donation requested by Councillor Lennox.

Thanks,  
Brenda

-----Original Message-----

From: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Sent: September 15, 2021 4:14 PM  
To: Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
Subject: D. Lennox Donation Request

Good afternoon,

Please respond by reply email that you approve of the attached cheque request for Councillor Deanna Lennox.

Thank you,

Jennifer Chapman  
Administrative Assistant - Legislative Services City of Fort Saskatchewan  
10005 102 ST, Fort Saskatchewan, AB T8L 2C5  
Direct: 780-992-6227  
Website: [fortsask.ca](http://fortsask.ca)

-----Original Message-----

From: Deanna Lennox <[dlennox@fortsask.ca](mailto:dlennox@fortsask.ca)>  
Sent: September 15, 2021 2:11 PM  
To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Subject: Re: Donation

Jennifer,

Please accept this email as an approval of the attached cheque to support the Feed the Community Initiative by Ken's Catering.

Thank you,  
Deanna

Deanna Lennox  
Councillor  
City of Fort Saskatchewan  
780-909-2487

> On Sep 15, 2021, at 1:56 PM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)> wrote:  
>  
> Councillor Lennox,  
>  
> Please respond by reply email that you approve of the attached cheque request form for  
Ken's Catering.  
>  
> Thank you,  
>  
> Jennifer Chapman  
> Administrative Assistant - Legislative Services City of Fort  
> Saskatchewan  
> 10005 102 ST, Fort Saskatchewan, AB T8L 2C5  
> Direct: 780-992-6227  
> Website: fortsask.ca  
>  
>  
>

> -----Original Message-----  
> From: Deanna Lennox <[dlennox@fortsask.ca](mailto:dlennox@fortsask.ca)>  
> Sent: September 15, 2021 1:17 PM  
> To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
> Subject: Re: Donation

>  
> Hi Jennifer,  
>  
> The address is The Venue located at 10470 98 Ave, Fort Saskatchewan, AB T8L 0V6.  
>  
> Cheque should be payable to The Venue by Ken's Catering.

>  
> Let me know if I missed anything!

>  
> Thank you!  
> Deanna  
>  
> Deanna Lennox  
> Councillor  
> City of Fort Saskatchewan  
> 780-909-2487

>  
>> On Sep 15, 2021, at 12:52 PM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)> wrote:  
>>  
>> Hi Deanna,  
>>

>> Do you have an address for Ken's Catering? Who is the cheque being made payable to?  
Ken's Catering?

>>

>> Thank you,

>>

>> Jennifer Chapman

>> Administrative Assistant – Legislative Services City of Fort

>> Saskatchewan

>> Direct: 780-992-6227

>>

>>

>>

>>

>> -----Original Message-----

>> From: Deanna Lennox <[dlennox@fortsask.ca](mailto:dlennox@fortsask.ca)>

>> Sent: September 14, 2021 5:23 PM

>> To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>

>> Subject: Re: Donation

>>

>> Great, thank you!

>>

>> Deanna

>>

>> Deanna Lennox

>> Councillor

>> City of Fort Saskatchewan

>> 780-909-2487

>>

>>>> On Sep 14, 2021, at 4:22 PM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)> wrote:

>>>

>>> Good afternoon Councillor Lennox,

>>>

>>> Yes, that won't be an issue. I will prepare the paperwork for you.

>>>

>>>

>>> Jennifer Chapman

>>> Administrative Assistant – Legislative Services City of Fort

>>> Saskatchewan

>>> Direct: 780-992-6227

>>>

>>>

>>>

>>> -----Original Message-----

>>> From: Deanna Lennox <[dlennox@fortsask.ca](mailto:dlennox@fortsask.ca)>

>>> Sent: September 14, 2021 2:51 PM

>>> To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>

>>> Subject: Donation

>>>

>>> Good afternoon Jennifer,

>>>

>>> I would like to make a donation to Ken's Catering for their Feed the Community Initiative. Would you be able to issue a cheque in the amount of \$200.00? I would like to deliver it personally.

>>>

>>> Deanna

>>>

>>> Deanna Lennox

>>> Councillor

>>> City of Fort Saskatchewan

>>> 780-909-2487

> <Cheque Request Form - Sept Ken's Catering.xls>