



SRC CLUBS CHEQUE REQUEST FORM

OFFICE USE ONLY

CHEQUE #	COMPLETED BY
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PAYABLE TO	
DATE REQUIRED	NAME OF CLUB
CHOOSE PAYMENT OPTION <input type="checkbox"/> Cheque (pick up at South Campus OR TD Student Centre) <input type="checkbox"/> Etransfer (\$1.50 fee)	
ADDRESS (please provide ONLY if cheque needs to be mailed)	*ettransfer fee will be deducted from your requested amount EMAIL:

EXPENSES

NOTE: Please attach any receipts/invoices in order to receive approval, signing authorities cannot sign a cheque request that is payable to themselves.

DESCRIPTION	AMOUNT
TOTAL AMOUNT REQUESTED:	

NOTE: Cheques are issued on **Wednesday only**. Please allow until Thursday for the request to be processed.

APPROVAL

_____	Signed _____	Date _____
Signing Authority Printed		
_____	Signed _____	Date _____
Signing Authority Printed		
_____	Signed _____	Date _____
Faculty Advisor Printed		
_____	Signed _____	Date _____
Clubs & Volunteer Coordinator		
_____	Signed _____	Date _____
General Manager		