



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 RECIPIENT MUST HAVE AUTO DEPOSIT SET UP 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

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