



# SRC CLUBS CHEQUE REQUEST FORM

**OFFICE USE ONLY**

CHEQUE #	COMPLETED BY
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PAYABLE TO	
DATE REQUIRED	NAME OF CLUB
PICK UP LOCATION	<input type="checkbox"/> South Campus <input type="checkbox"/> TD Student Centre
ADDRESS (please provide ONLY if cheque needs to be mailed)	

## 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
<b>TOTAL AMOUNT REQUESTED:</b>	

NOTE: Cheques are processed on **Wednesdays only**. Please allow 24-48 hours to issue.

## APPROVAL

_____	_____	_____
Signing Authority Printed	Signed	Date
_____	_____	_____
Signing Authority Printed	Signed	Date
_____	_____	_____
Faculty Advisor Printed	Signed	Date
_____	_____	_____
Club Liaison		Date
_____	_____	_____
Manager, Student Experience		Date
_____	_____	_____
General Manager		Date