



# 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"/> Main Campus <input type="checkbox"/> TD Student Success Centre
ADDRESS (please provide ONLY if cheque needs to be mailed)	

## EXPENSES

NOTE: signing authorities cannot sign a cheque request that is payable to themselves

DESCRIPTION	AMOUNT
DATE RECEIVED	TOTAL AMOUNT REQUESTED
RECEIVED BY	

NOTE: Cheques are issued on **Wednesday only**. Please allow time for cheque request to be processed

## APPROVAL

_____ Signing Authority Printed	_____ Signed	_____ Date
_____ Signing Authority Printed	_____ Signed	_____ Date
_____ Faculty Advisor Printed	_____ Signed	_____ Date
_____ Events & Clubs Coordinator	_____ Signed	_____ Date
_____ Executive Director	_____ Signed	_____ Date
_____ General Manager	_____ Signed	_____ Date