



SRC CLUBS CHEQUE REQUEST FORM

OFFICE USE ONLY

CHEQUE #	COMPLETED BY
----------	--------------

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
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		
_____		Date _____
Clubs & Volunteer Coordinator		
_____		Date _____
General Manager		