



# SRC CLUBS CHEQUE REQUEST FORM

**OFFICE USE ONLY**

CHEQUE #	COMPLETED BY
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PAYABLE TO	
DATE REQUIRED	NAME OF CLUB
CHOOSE PICK UP or DELIVERY OPTION: <input type="checkbox"/> Pick up @ South Campus <input type="checkbox"/> Pick up @ TD Student Centre <input type="checkbox"/> Send by mail	
ADDRESS (please provide <b>ONLY</b> if the cheque needs to be mailed)	

## EXPENSES

**NOTE:** Please attach any receipts/invoices to this form. Signing authorities cannot sign a cheque request that is payable to themselves.

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

**NOTE:** Cheque requests take a minimum 1 week to be processed. You will be emailed when your cheque is ready for pick up

## 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