

This form is to be used for the purpose of money withdrawals from a Club account.

*A Club Signing Authority cannot sign a Club cheque request when the cheque is payable to themselves.

Withdrawal Information		
Banking Club Name	Club Account Number	Date
Cheque Payable To		Cheque Amount
Reason For Cheque		Requested By

Cheques are produced on regularly on the 15th and 30/31st of each month. To best accommodate Student Clubs, cheques can be written on an as need basis. Upon receipt of a properly completely Club Cheque Request Form the SPSA will require a maximum of five business days to process the request.

Cheque Request Approval	
Print Name	Signature (Club Signing Authority) X
Print Name	Signature (Club Signing Authority) X
Approved (SPSA Representative – Print Name)	Signature (SPSA Representative)
Date of Approval	

Office Use Only		
Cheque No.	Cheque Issue Date	Verified