



STUDENT SOCIETIES
Cheque Request Form

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

*A Signing Authority Member cannot sign a Cheque Request when the cheque is payable to themselves.

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

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

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

Office Use Only		
Cheque No.	Cheque Issue Date	Verified