



CLUB CHEQUE REQUEST

This form is to be used for the purpose of money withdrawals from a club account. Copies can be picked up from the NAITSA Campus Club Center E133. Phone: 780 471-8871, Rose Baumgartner, Campus Clubs Manager.

A signing authority cannot sign a Club Cheque Request when a cheque is payable to themselves.

WITHDRAWAL INFORMATION

BANKING NAME OF CLUB: (PRINT ON LINE BELOW)	CLUB ACCOUNT NUMBER	DATE
MAKE CHEQUE PAYABLE TO: (PRINT NAME ON LINE BELOW)	CHEQUE AMOUNT	
REASON FOR CHEQUE:	REQUESTED BY (CLUB EXECUTIVE)	
SPECIAL INSTRUCTIONS:	<input type="checkbox"/> To be picked up at the Campus Clubs Centre E133 <input type="checkbox"/> To be mailed directly to: _____ _____ _____	

APPROVAL

1) PRINT NAME	SIGNATURE (Club Signing Authority) X
2) PRINT NAME	SIGNATURE (Club Signing Authority) X
APPROVED BY NAITSA Campus Club Manager/Clerk	DATE

Cheques will be available no later than 48 hours after this request has been submitted. For example, a request at noon on Tuesday will be available for pickup on Thursday at noon.

TO BE COMPLETED BY NAITSA

CHEQUE NO.	CHEQUE ISSUE DATE	VERIFIED BY NAITSA ACCOUNTING DEPARTMENT
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