REQUEST FOR PAYMENT

Cheque #	Date

Attach documentation to **BACK** of form (receipts / invoices / minutes from meetings etc.)

DATE _____   ISSUE IN THE AMOUNT OF _____

*PAY TO (PRINT CLEARLY) _____
(FIRST AND LAST OFFICIAL NAME)

CONTACT EMAIL _____

CLUB / DEPT. _____   **ACCOUNT #** _____

REASON _____

_____

_____

AUTHORIZED BY (2 SIGNATURES REQUIRED - CANNOT INCLUDE PAYEE)*

1. _____   2. _____
NAME (PRINT)   NAME (PRINT)

1. _____   2. _____
SIGNATURE   SIGNATURE

☐ **CHEQUE TO BE PICKED UP** (RM 340 UCC) **-OR-**

☐ **CHEQUE TO BE MAILED** ADDRESS: _____
STREET/UNIT #

OFFICE USE	
_____ SIGNATURE	
DATE COMPLETED	

CITY _____

PROVINCE _____   POSTAL CODE _____

PICKED UP BY _____   **DATE** _____
SIGNATURE   PICKED UP/MAILED

PLEASE BRING YOUR **STUDENT ID** TO PICK UP PETTY CASH OR CHEQUE

- -

DETACH AND KEEP FOR YOUR RECORDS

DATE _____   CLUB NAME _____

AMOUNT $ _____   PAID TO _____

REASON _____