



Club Cheque Requisition Form

Please submit your cheque requisition form at least 2 weeks prior to the date you require funds, to allow adequate time to process your request.

Date Submitted: _____ **Club Name:** _____

Event: (if applicable) _____

Type: Reimbursement (attach receipt) Invoice (attach invoice)
 Club Approved Withdrawal (attach meeting minutes)

Payable To: _____

Address: _____

Cheque Amount: _____

Date Required: _____

Day Month Year

Purpose of Payment: (please attach expense summary if necessary, and indicate if any expense has not been accrued.)

Authorized By: must be signed by two (2) recognized club signing officers.

| | | |
|------------------------------|-----------|------|
| Club Signing Officer (print) | Signature | Date |
|------------------------------|-----------|------|

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|------------------------------|-----------|------|
| Club Signing Officer (print) | Signature | Date |
|------------------------------|-----------|------|

FOR ACCSA OFFICE USE ONLY

| | | |
|--------------|--------------|-----------|
| ACCSA Staff: | | |
| | Name (print) | Signature |

| | | |
|-------------------------|--------------|-----------|
| Clubs Committee Member: | | |
| | Name (print) | Signature |

Cheque Number: _____ Cheque Date: _____