Cheque Req Form
2017-2018

NISU NORTH ISLAND STUDENTS' UNION

Date: _____

Name of Club _____

Amount Requested: $ _____

From which account? (circle one): BUDGET / TRUST

Please provide a brief outline of the intended use fo the requested funds: (attach receipts).

_____

_____

_____

_____

SIGNING OFFICERS:

(Two signatures are required for each withdrawal)

Name _____ Position _____ Email _____

Signature _____

Name _____ Position _____ Email _____

Signature _____

All expenditures are subject to the club policy and the current club account balances. Expenses from the clubs budget account must be included in the original club budget. Receipts for all expenses must be included with the requisition form in order for a cheque to be released. Cheques will be processed in the most efficient manner possible, however, as all cheques are processed off campus please allow up to two weeks for transactions to be completed.

FOR OFFICE USE ONLY

Date of request _____ Date of issue _____

Amount issued $ _____ _____ / _____

Authorizing signature Authorizing signature

Balance remaining: BUDGET ACCOUNT $ _____

TRUST ACCOUNT $ _____

Once completed please send this form: "Attn: Julia Louie, Bookkeeper, North Island Students' Union"

Phone: 250-754-8866 Fax: 250-716-9184 Email: bookkeeper@viusu.ca