



THIRD PARTY PAYMENT FORM

This form is used to process invoice payments or donations for third-party individuals and organizations. Before this form can be processed, please remember:

- The invoice must be attached and submitted in hard copy
- Incomplete or electronic forms will not be accepted
- The signing authority cannot be the same person who the cheque is payable to

It may take up to ten (10) business days to process invoices. Cheques will be sent directly to the payee.

GENERAL INFORMATION

CLUB/SOCIETY NAME: _____

AMOUNT REQUESTED (\$): _____

PAYMENT INFORMATION

Please fill out the contact information for the person the cheque is payable to:

CHEQUE PAYABLE TO: _____ EMAIL: _____

APARTMENT/UNIT #: _____ HOUSE NUMBER & STREET: _____

CITY/TOWN: _____ PROVINCE: _____ POSTAL CODE: _____

EXECUTIVE CONFIRMATION

Please remember, the signing officer cannot be the same person the cheque is payable to.

SIGNING OFFICER 1: _____ SIGNATURE: _____

SIGNING OFFICER 2: _____ SIGNATURE: _____

ADMINISTRATIVE CONFIRMATION (OFFICE USE ONLY)

RECOMMENDED FOR APPROVAL BY: _____

SIGNATURE: _____ DATE: _____

ACCOUNT NUMBER: _____

MANAGER APPROVAL: _____ DATE: _____