

## Withdrawal of Club Funds Request

**This form is to be used when requesting a cash advance from your club account. Note: The signatures of two club officer's are required to process this request.**

Club Name: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

To be paid to: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_

(Requests cannot be processed without this information.)

Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Amount: \_\_\_\_\_

**Receipts for purchases or event must be returned within 5 days of receipt of funds. Advisor, officer & recipient signatures are required on each receipt.**

### Club Approval

Advisor's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Club Officer's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Club Officer's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

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### SPAR Office Use Only:

SPAR Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Club Account Number: \_\_\_\_\_

Processed by SPAR Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Date receipts turned in: \_\_\_\_\_

Copies: Original - Accounting    Yellow - SPAR    Pink - Club