



Banking Agreement

The Olds College _____ Club/Society agrees to have the SAOC bank for them. In agreeing to this arrangement, we shall ensure that:

Deposits will be in an envelope clearly stating the amount deposited and the source of the income and the club name and handed directly to the SAOC Administrative Coordinator or Administrative Assistant. If the club collects cheques as payment to the club, **the cheque must be made out to "Students' Association of Olds College" with the club name listed in the memo area of the cheque.**

All cheque requests must have two of the following signatures on them unless other arrangements have been made.

Signatures:

Print Name		Print Name	
Title		Title	
Signature		Signature	

Print Name		Print Name	
Title		Title	
Signature		Signature	

Cheque requests must be supplied to the SAOC Office *at least 7 business days* prior to the date the cheque is required.

SAOC Admin Coordinator: _____ Date: _____

SAOC VP Student Life: _____ Date: _____

Please hand this Banking Agreement in at the Students' Association Office to be kept on file.

