



CSA CLUBS: Withdrawals and Deposits

Withdrawals - 6 Things you need to know

1. Email request to be sent to the CSA Clubs Coordinator at csaclubs@uoguelph.ca
2. Request must be made by one of the two signing (financial) officers for your club
3. The \$ amount and who the cheque is made payable to must be clearly stated, please note the CSA **cannot** send funds via e-transfer
4. Specify whether funds are to be picked up from the CSA Main Office or mailed. If mailed, the full address must be provided including the postal code
5. Provide a brief description of what the funds will be used for (5 words or less)
6. W/D (withdrawal) entry will be recorded in your CSA Club account and a confirmation email will be sent by the CSA Bookkeeper

Deposits - 4 Things you need to know

1. E-transfers to csaclubaccts@uoguelph.ca
2. **When sending an E-transfer, provide the following information in the Message Box:**
 - a. **Name of your club**
 - b. **Contact information of the person sending the e-transfer**
 - c. **Brief description of what the funds will be used for (5 words or less)**
3. Confirmation email for funds received will be sent by the CSA Bookkeeper
4. Deposit entry will be recorded in your CSA Club account by the CSA Bookkeeper

CLUB Account Inquiries

General and/or Balance: csaclubs@uoguelph.ca

Specific Detail: csaaccts@uoguelph.ca