



## CSA CLUBS: Withdrawals and Deposits

### Withdrawals - 6 Things you need to know

1. Email requests are sent to CSA Bookkeeper, Diane, at [csaaccts@uoguelph.ca](mailto:csaaccts@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
4. Mailing address must be provided, no on-campus pick-up or e-transfers (sorry, we are limited by our accounting software)
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 by the bookkeeper

### Deposits - 6 Things you need to know

1. E-transfers to [csaclubaccts@uoguelph.ca](mailto: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](mailto:csaclubs@uoguelph.ca)

Specific Detail: [csaaccts@uoguelph.ca](mailto:csaaccts@uoguelph.ca)