



# e-Transfer for Disbursement

To improve efficiency and security, we are transitioning to a cashless payment system. This will allow for faster, more secure payments, with funds directly deposited into your account.

To support this transition, we kindly request your payment information and copies of any receipts for payments under \$2,500. Once you've gathered the necessary details, please send them to [Cashier@ams.ubc.ca](mailto:Cashier@ams.ubc.ca) or you can drop it off at Cash Room.

**Please allow 3-5 business days to process fund transfer. MUST have Canadian Financial Institution account.**

Date: \_\_\_\_\_

Organization/Club/Department/Student Name: \_\_\_\_\_

Detailed Description	Account Code and Dimension	Amount
e.g. Printing Stickers	e.g. 70222-1234-00	e.g. \$50
GST	20160-0000-00	
	Total	

Payee's Name: \_\_\_\_\_

Payee's Email Address (for E-Transfer): \_\_\_\_\_

Payee's Cellular Number: \_\_\_\_\_

Payee's Student ID Number(if applicable): \_\_\_\_\_

Manager/Treasurer's Name and Approval: \_\_\_\_\_