

REQUEST FOR PICKUP OR DISBURSEMENT

ALL REQUESTS MUST BE RECEIVED BY 1:00 PM THE BUSINESS DAY PRIOR TO PICK UP

And SENT TO THE CORRECT E-MAIL ADDRESS BELOW FOR YOUR ROUTE

Monday: east.m@pacecu.com

Tuesday: east@pacecu.com

Wednesday: york@pacecu.com

Thursday: central@pacecu.com

Friday: west@pacecu.com

SCHOOL NAME: Wilkinson Jr PS SERVICE DATE: MMM/DD/YY

CONTACT NAME: Kim Gillard CONTACT PHONE: *New!* 416-393-9575

Provide best contact phone for the driver to call prior to arriving

REQUEST FOR PICK UP: YES **CHEQUES ONLY**** YES

REQUEST FOR BAGS/TAGS: YES Your account will be debited \$5.00 for 5 bags/tags

REQUEST FOR DISBURSEMENT: YES If yes, please complete below

THIS AREA IS FOR DISBURSEMENT REQUESTS ONLY

Fill in the red boxes below and indicate in your email what event this is for.

INDICATE ACCOUNT NUMBER TO DEBIT: (do not leave blank)

NOTE: FORM PROVIDES AUTOMATIC CALCULATIONS

CASH DISBURSEMENTS

<input checked="" type="checkbox"/>	x	5.00	=	-
<input checked="" type="checkbox"/>	x	10.00	=	-
<input checked="" type="checkbox"/>	x	20.00	=	-
<input checked="" type="checkbox"/>	x	50.00	=	-
<input checked="" type="checkbox"/>	x	100.00	=	-

TOTAL BILLS -

Note that only full rolls can be requested

<input type="checkbox"/>	Rolls	2.00	=	-
<input type="checkbox"/>	Rolls	1.00	=	-
<input type="checkbox"/>	Rolls	0.25	=	-
<input type="checkbox"/>	Rolls	0.10	=	-
<input type="checkbox"/>	Rolls	0.05	=	-

TOTAL COINS -

TOTAL CASH: BILLS + COINS -

****CHEQUE DEPOSIT INFORMATION**

Options for Cheque only deposits:

1. Send through your Board Courier to PACE.
2. For a couple of cheques you can use the PACE app Deposit Anywhere.
3. Visit a PACE Branch for a teller deposit.
4. Mail to PACE at our Vaughan Head Office, 8111 Jane Street, Vaughan L4K 4L7

FOREIGN CURRENCY DRAFTS

Amount:	\$	Currency:
Payee:		
Reason for Draft:		
Payee Address:		
School Address:		

All disbursement requests require the Authorized Signature(s) as per your School Membership Agreement.
Send by e-mail attachment to the address indicated above.

Authorized Signature

Authorized Signature

DO NOT WRITE IN THIS SECTION

PACE Office Use Only: Bag Number: _____