

FOR OFFICE USE ONLY	
Unit Banking User ID:	
IMIS Verification:	
Start -Up fund Approval:	
Treasurer Orientation:	



## CENTRALIZED BANKING AUTHORIZATIONS FORM

<input type="checkbox"/> New or re-Opening of Unit Account (complete all sections <u>except</u> B)	<input type="checkbox"/> New or Change in Treasurer/Purchase Card Holder (complete section A then B, C, D where applicable)
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Finance Information including purchase cards and deposit slips are mailed to the mailing address in Imis. All treasurer e-mail and password resets are e-mailed to the e-mail listed in iMIS. Please ensure that your iMIS profile is current and accurate.

A. UNIT INFORMATION		
UNIT NAME:	COMMUNITY #:	UNIT IMIS #:

B. CANCEL EXISTING CARDHOLDER(S) AND/OR TREASURER		
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B.1 <input type="checkbox"/> CANCEL as Purchase Card Holder 1 <small>(Please destroy the Purchase Card)</small>	EFFECTIVE DATE:	IMIS #:
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CANCELLED CARDHOLDER 1: NAME (Please Print)		
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B.2 <input type="checkbox"/> CANCEL as Purchase Card Holder 2 <small>(Please destroy the Purchase Card)</small>	EFFECTIVE DATE:	IMIS #:
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CANCELLED CARDHOLDER 2: NAME (Please Print)		
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B.3 <input type="checkbox"/> CANCEL as Treasurer <small>(Give any remaining depts slips to the new Treasurer)</small>	EFFECTIVE DATE:	IMIS #:
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CANCELLED TREASURER : NAME (Please Print)		
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C. NEW VISA PURCHASE CARD HOLDER(S)		
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THE VISA PURCHASE CARD HOLDER MUST BE A REGISTERED MEMBER OF GIRL GUIDES OF CANADA - GUIDES DU CANADA. TWO VISA PURCHASE CARDS MAY BE ISSUED PER UNIT (ADDITION FEES APPLY).

I understand that the VISA Purchase Card is to be used only for Guiding expenses in relation to the above state Unit. I also understand that I am the only person authorized to use the card and that I cannot share the PIN. I further agree to immediately notify US Bank Canada and Girl Guides of Canada Purchase Card Administrator in the event that my card is lost or stolen.

C.1 <input type="checkbox"/> CARDHOLDER 1: NAME (Please print)	IMIS #:
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SIGNATURE:	DATE:
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C.1 <input type="checkbox"/> CARDHOLDER 2 (Additional fees apply if a second card is requested): NAME (Please print)	IMIS #:
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SIGNATURE:	DATE:
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D. NEW UNIT TREASURER	
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I understand that I am responsible for monitoring the Unit Banking account and for submitting Unit expense receipts and deposit slips to the appropriate Unit Banking Clerk on a monthly basis. I further understand that all money collected for the above stated Unit must be deposited into the Unit account using the provided RBC Deposit Slips, and cannot be used as 'petty cash'.

NOTE: If there is no RBC branch near where you live or work, please contact your Unit Banking Clerk for further instructions.

UNIT TREASURER: NAME (Please Print)	IMIS #:
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SIGNATURE:	DATE:
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NOTE: Please ask the previous Unit Treasurer for all remaining deposit slips. If this is not possible, check here to have a new supply sent to you.	YES, I need deposit slips <input type="checkbox"/>
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**SUBMIT COMPLETED FORM TO THE UNIT BANKING CLERK FOR YOUR COMMUNITY**