

Destroy Unused Checks Form

for Concentration Bank (CB) Account

Conference Title *(Enter)*: _____

Hop/Loc # (Conference Record number) *(Enter)*: _____

In addition to filling in information listed above, all STEPS listed below need to be completed.

STEP 1: Make sure all checks have cleared and none are outstanding

STEP 2: Fill in the check numbers (*below*) of all unused checks for each book

STEP 3: Enter date checks were destroyed (*and date CB Card was destroyed if applicable*)

STEP 4: Sign the form and have it witnessed by another individual

STEP 5: Return this form to conference-finance@ieee.org along with a request to close the CB account. (*Instructions on who is to receive the surplus is appreciated*)

STEP 2

FROM-CHECK #	TO-CHECK#

STEP 3 Date Checks Destroyed _____

Date CB Card Destroyed _____ (If Applicable)

STEP 4 Checks Destroyed By: _____

Witnessed By Conference Member: _____

STEP 5 If mailing, faxing or emailing this form send it to:

IEEE
Conference Finance Dept.
445 Hoes Lane
Piscataway, NJ 08854
Fax +1 732 981 1769
conference-finance@ieee.org