

DECLARATION OF LOSS

I, _____ of (Address) _____
(City) _____ in the Province of _____
(Postal Code) _____ warrant as follows:

1. CHEQUE NUMBER _____ dated _____, 20____, in the amount of \$ _____, _____ dollars and _____ cents, made payable to me by Douglas College has:

- _____ a) not been received by me nor have I authorized any other person to receive such a cheque on my behalf or to endorse or otherwise deal with same;
- _____ b) been received by me on or about _____, 20____, but that subsequently I have lost or mislaid the above-mentioned cheque and have not been able to locate it;
- _____ c) an issue date older than six (6) months prior to this date, is stale-dated and cannot be processed for payment.

****PLEASE INITIAL BESIDE EITHER a), b) OR c)****

2. The CHEQUE, when lost or mislaid, has not been endorsed by me, nor have I given to any person the authority to endorse or otherwise deal with the said cheque on my behalf;
3. I have received no benefit whatsoever from the said cheque;
4. SHOULD the said cheque come into my possession, I will forthwith deliver it to Douglas College;
5. I have asked Douglas College to deliver to me as soon as possible a replacement of the above-mentioned cheque.

DATED at _____, British Columbia, this _____ day of _____, 20____.

WITNESS Signature:

PAYEE Signature:

Print Name: _____
