



Waterloo Undergrad Student Association

# MathSoc Club Cheque Request

Refer to the back of the page for important information

PLEASE PRINT ALL INFORMATION CLEARLY



MATHSOC

Club Name: \_\_\_\_\_

DATE: \_\_\_\_\_

Cheque made payable to (Legal Name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Description of Reimbursement (Please Specify) \_\_\_\_\_ Event ID#: \_\_\_\_\_

Request submitted by: \_\_\_\_\_ Email: \_\_\_\_\_

Special Instruction for Cheque: \_\_\_\_\_

For Office Use Only:	Receipt Description:	Amount (not including tax)
Account # _____	_____	_____
Account # _____	_____	_____
Account # _____	_____	_____
Account # _____	_____	_____
Account # 1150 - _____		Subtotal: _____
		Total tax paid on all purchases: _____

MathSoc Authorized Signature _____	_____
MathSoc Authorized Signature _____	Business Manager Signature _____

Total \$: \_\_\_\_\_

Club signing officer  
(Must be signed off by an executive other than the person to whom the cheque will be written to)