



Waterloo Undergrad Student Association

MathSoc Cheque Request

Refer to the back of the page for important information

PLEASE PRINT ALL INFORMATION CLEARLY



MATHSOC

AREA OF SOCIETY: _____

DATE: _____

Cheque made payable to (Legal Name): _____

Mailing Address: _____

Description of Reimbursement
(Please Specify) _____

Event ID#: _____

Request submitted by: _____

Email: _____

Special Instruction for Cheque: _____

| To Be Filled Out By VPF: | Receipt Description: | Amount (not including tax) |
|--------------------------|----------------------|--|
| Account # _____ | _____ | _____ |
| Account # _____ | _____ | _____ |
| Account # _____ | _____ | _____ |
| Account # _____ | _____ | _____ |
| Account # 1150 - _____ | | |
| | | Subtotal: _____ |
| | | Total tax paid on all purchases: _____ |
| | | Total \$: _____ |

MathSoc Authorized Signature

MathSoc Authorized Signature

Business Manager Signature

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