



Waterloo Undergrad Student Association

# MathSoc Club Cheque Request

Refer to the back of the page for important information



**MATHSOC**

**PLEASE PRINT ALL INFORMATION CLEARLY**

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

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

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

**WatIAM ID:** \_\_\_\_\_

**Email of Cheque Payee:** \_\_\_\_\_

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

**Do you wish to pick it up from the Mathsoc office (MC 3038) or have it mailed? (Select one)**

Picked up

Mailed

**Budget Line Item:** \_\_\_\_\_

**Event ID#:** \_\_\_\_\_

**Description of Reimbursement** \_\_\_\_\_

**Request submitted by:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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

**For Office Use Only:**

Account # \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

Account # 1150 - \_\_\_\_\_

**Receipt Description:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amount (not including tax):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subtotal: \_\_\_\_\_

**Total tax paid on all purchases:** \_\_\_\_\_

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

**MathSoc Authorized Signature**

**MathSoc Authorized Signature**

**Business Manager Signature**

**Club signing officer**

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

## CHEQUE REQUEST PROCESS

For accounting and auditing purposes all items must be provided.

### NO exceptions

Each reimbursement request (cheque request) must include the following.

1. Cheque Request                      Must be legible with legal name and signed by executives and VPF
2. **ORIGINAL** Itemized Receipt      This lists all the items purchased. No photocopies or pictures. Some places will not offer an itemized receipt to you. **You must ask for it in advance.** Example - Fast food restaurants, pizza delivery, sushi buffets. Some receipts are attached to the orders (DoorDash, Skip the dishes, UberEats). Please remove and submit with request.
3. Proof of Payment                    This will show the total amount of the transaction and its completion. This would be a debit or credit receipt. It must include any tips given. If you pay by cash, ensure you get the itemized receipt. For pizza, this is given to you at the time of delivery. You may need to request it in advance. So, please ask when ordering. As a last resort we will accept a bank or credit card statement.
4. Online Purchases                    Online vendors send a “confirmation of order” once an order is placed. Check your email for order confirmation. They also send a receipt once the payment has been made. Both are required in order to get reimbursed. In some cases, for online orders, the itemized receipt will say something like “paid by VISA \*\*\*\*\*1234”. This is acceptable.
5. Donations                            The amount of the donation should be net proceeds. There must be executive, board, or council meeting minutes that clearly states the approval of the donation.
6. Kijiji/Facebook Purchases        Must be approved in advance. Actual Advertisement and conversation finalizing the payment must be attached to the cheque request.
7. Gift Card Purchases                Receipts for gift cards, gift baskets or any other items given as a good gesture **must be accompanied with recipient information:**
  1. Recipient name, WatIAM, email address (if UWaterloo community)
  2. Recipient name, company name, address, phone #, and email (if not UWaterloo community)
8. E-Transfer                            E-Transfers are not permitted to reimburse for expense. The student requesting reimbursement must submit a cheque request for expense incurred.
9. Gas Reimbursement                Personal vehicle only. Uber, Taxi, etc. cannot be reimbursed. Include screenshot of GPS/map software showing distance traveled for each unique trip with start or end point as UW campus indicating total mileage. Include a spreadsheet showing itemized total mileage for each trip.