

CLUBS CHEQUE REQUEST FORM

Club Information

Club Name: _____ Date: _____

Description of Reimbursement (Please Specify): _____

Event ID # (if purchase is related to an event): _____

Request Submitted by: _____ Email: _____

Cheque made payable to: _____

Special Instructions for Cheque (mailing address, name(s) of other persons with permission to pick up Cheque . Pick up at WUSA Front Desk by default):

Account Information

Account # (6 digits): _____ / _____ / _____ / _____ / _____ / _____ Dept 23200

Receipt Info: _____ \$ _____

Receipt Info: _____ \$ _____

Receipt Info: _____ \$ _____

Receipt Info: _____ \$ _____

Receipt Info: _____ \$ _____

Receipt Info: _____ \$ _____

Total \$ _____

Important Information

- Attach original itemized receipt and original proof of purchase to this request (or list Canadian Registered Charity number if cheque is a donation)
- Keep photocopies of your receipts and proof of purchase before submitting
- Alcohol/Liquor and/or cannabis reimbursement requests will NOT be processed
- Peer-to-peer cash transactions (i.e. Kijiji) must be pre-approved by Clubs Manager BEFORE purchase is made
- Due to auditing purposes, exceptions CANNOT be made
- If cheque is made payable to a Club Signing Authority, the other two Signing Authorities MUST sign the request
- Cheque becomes void 6 months after issue date

Club Signing Officer (Print)

Club Signing Officer (Print)

Clubs Signing Officer (Signature)

Clubs Signing Officer (Signature)

Clubs Manager [Office Use Only]