

CLUBS CHEQUE REQUEST FORM

Club Information

Club Name: Coffee 'N Code Date: April 15, 2019

Description of Reimbursement (Please Specify): AFEF has processed the reimbursment through our FEDS account

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

Request Submitted by: Mary Allysa Misola Email: maamisol@edu.uwaterloo.ca

Cheque made payable to: Mary Allysa Misola

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

Account Information

Account # (6 digits): C / O / F / F / O / 2 Dept 23200

Receipt Info: End of Term Event - 2x Lipton Brisk Lemonade (12 Oz Cans) \$ 9.94

Receipt Info: End of Term Event - 2x (Coca Cola & Sprite) (12 Oz Cans) \$ 8.00

Receipt Info: End of Term Event - Shipping Labels \$ 11.97

Receipt Info: End of Term Event - 2x Starbucks Gift Cards \$ 50.00

Receipt Info: Tax \$ 2.60

Receipt Info: _____ \$ _____

Total \$ 82.51

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 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

Gogilan Selvarajah
Club Signing Officer (Print)

Clubs Signing Officer (Signature)

Clubs Manager [Office Use Only]

Michael Hin-To Leung
Club Signing Officer (Print)

Clubs Signing Officer (Signature)