

CLUBS CHEQUE REQUEST FORM

Club Information

Club Name: Coffee 'N Code Date: April 7, 2019

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

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

Request Submitted by: Michael Hin-To Leung Email: mh2leung@edu.uwaterloo.ca

Cheque made payable to: Michael Hin-To Leung

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: Projector - Dr. J 2400 LUX mini projector \$ 79.19

Receipt Info: Projector - Dr. J 2400 LUX mini projector \$ 100.99

Receipt Info: _____ \$ _____

Receipt Info: _____ \$ _____

Receipt Info: _____ \$ _____

Receipt Info: _____ \$ _____

Total \$ 180.18

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)

Gogilan
Clubs Signing Officer (Signature)

Allysa Misola

Club Signing Officer (Print)

allysa
Clubs Signing Officer (Signature)

Clubs Manager [Office Use Only]