



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):** \_\_\_\_\_ **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:** \_\_\_\_\_

**To Be Filled Out By VPF:**

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

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

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

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

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

**Receipt Description:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amount (not including tax):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

\_\_\_\_\_  
**MathSoc Authorized Signature**

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

\_\_\_\_\_  
**MathSoc Authorized Signature**

\_\_\_\_\_  
**Business Manager Signature**

## 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 executive(s) with signing authority where required.  |
| 2. <b>ORIGINAL</b> itemized receipt | This must list all the items purchased. Some places will not offer an itemized receipt to you and <b>you must ask for it in advance</b> . Ex. - Fast food restaurants, pizza delivery, sushi buffets. Some receipts are attached to the orders (DoorDash, Skip the Dishes, Uber eats). 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/credit receipt. It must include any tips given. If you pay by cash, ensure you get the itemized receipt. We will also accept a bank or credit card statement indicating the posted transaction. <b>WatCard payments are not accepted.</b> |
| 4. Online Purchases                 | Online vendors send a "confirmation of order" once an order is placed. 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 <b>must be accompanied with recipient information:</b><br>1. Recipient name, WatIAM, email address (if UWaterloo community)<br>2. Recipient name, company name, address, phone #, and email (if not UWaterloo community)                              |
| 8. E-Transfer                       | E-Transfers <b>are not permitted to reimburse</b> for expenses. The student requesting reimbursement must submit a cheque request for expense incurred. Payments should be made using <b>debit, credit, or cash only (no WatCard)</b>  |
| 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 mileage for each trip  |