ASU Cheque Request
Refer to the back of the page for important information

PLEASE PRINT ALL INFORMATION CLEARLY

AREA OF SOCIETY: ___________________________ DATE: ________________

Cheque made payable to (Legal Name): _______________________________________

Description of Reimbursement
(Please Specify) __________________________________________________________ 
Event ID#: __________________________

Request submitted by: ___________________________________________ Email: ________________

Special Instruction for Cheque: __________________________________________________

To Be Filled Out By VPF:

<table>
<thead>
<tr>
<th>Account #</th>
<th>Receipt Description</th>
<th>Amount (not including tax):</th>
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Subtotal: ___________________________________________________________

Total tax paid on all purchases: __________________________

Total $: __________________________________________

ASU Authorized Signature ____________________________ ASU / Club Authorized Signature ____________________________ ASU / Club Authorized Signature ____________________________

(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
   (no photocopies or pictures)
   This lists all the items purchased.
   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, 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 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.
   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 by recipients’ name, address, phone # and email address.