

ASU Cheque Request Procedure

To ensure smooth processing and better identification of cheque requests, we are introducing a standardized format for naming cheque request files. Please ensure that the file name consists of the following components in the specified order:

- Code Name:** Each society will be assigned a unique code name to be included in the cheque request filename.
- Unique Cheque Unit Number:** This number will serve to uniquely identify each cheque
- Payee Name:** The name of the person or entity to whom the cheque is payable.
- Term:** Referencing to the term that is in effect, at the time the expense was made.

For example, a cheque request for the Political Science Student Association (PSSA), cheque number 3, payable to XYZ should be named as follows: "**PSSA_3_XYZ**". Please note that any cheque requests submitted after March 1st, 2026, without the specified code names will not be accepted. This policy will be enforced from March 1st onwards.

Here are the assigned code names for each society:

Society Name	Code Name	Society Name	Code Name
Anthropology Society	ANTH	Legal Studies Society	LSS
Arts & Business (ARBUS) Society	ARBUS	Music Society	MUSIC
Classics & Medieval Studies Society	CLASSSICS	Peace & Conflict Studies Society	PACS
Communication Arts Society	COMMARTS	Philosophy Society	PHILO
Economics Society	ECONSOC	Political Science Students Association	POLISCI
English Society	ENGLISH	Psychology Society	PSYCH
French Society	FRENCH	Religious Studies Society	RELIGION
Global Business & Digital Arts Society	GBDA	Sexuality, Marriage & Family Studies Society	SMF
German Society	GERMAN	Sociology Society	SOCIO
Gender & Social Justice Society	GSJ	Society of Fine Arts	SOFA
History Society	HIST	Spanish & Latin American Studies Society	SPANISH
Human Resources Society	HRS	Theatre Students Society	THEATRE

Note: If your society is not listed in the table above, please reach out to the ASU VP Finance (vpfinance.asu@uwaterloo.ca).

A few additional points:

- Please ensure that the cheque request sent has the support for the request in the same PDF and is not attached as a separate document. It should be a single merged PDF file.
- If there are any other societies that are active this term but not listed above, please reach out to the ASU VP Finance at your earliest convenience.
- Please make sure all cheque requests for the expenses made in the term are sent to the VP Finance, before we move onto the next term.
- If you have any email address changes, or the current email address is not applicable anymore, please reach out to the ASU VP Comms (vpcomms.asu@uwaterloo.ca)
- All cheques will be ready within **two weeks** for pickup and expire within six months. Unless arranged with the VP Finance, any cheque requests that are not claimed before they expire will **not be reimbursed** again.