

### 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:

1. **Code Name:** Each society will be assigned a unique code name to be included in the cheque request filename.
2. **Unique Cheque Unit Number:** This number will serve to uniquely identify each cheque
3. **Payee Name:** The name of the person or entity to whom the cheque is payable.
4. **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
Anthropology Society	ANTH
Arts & Business (ARBUS) Society	ARBUS
Classics & Medieval Studies Society	CLASSICS
Communication Arts Society	COMMARTS
Economics Society	ECONSOC
English Society	ENGLISH
French Society	FRENCH
Global Business & Digital Arts Society	GBDA
German Society	GERMAN
Gender & Social Justice Society	GSJ
History Society	HIST
Human Resources Society	HRS

Society Name	Code Name
Legal Studies Society	LSS
Music Society	MUSIC
Peace & Conflict Studies Society	PACS
Philosophy Society	PHILO
Political Science Students Association	POLISCI
Psychology Society	PSYCH
Religious Studies Society	RELIGION
Sexuality, Marriage & Family Studies Society	SMF
Sociology Society	SOCIO
Society of Fine Arts	SOFA
Spanish & Latin American Studies Society	SPANISH
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](mailto: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](mailto: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.