

Cheque Request Procedure

To ensure smooth processing and better identification of cheque requests, we are introducing a standardized format for naming cheque request files. From April 1st onwards, 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.

Here are the assigned code names for each society:

Note: If your society is not listed in the list below, please read the information below the table to create your society's code name.

Society Name	Code Name
Anthropology Society	ANTH
ARBUS Society	ARBUS
Economics Society	ECON
French Society	FS
GBDA Society	GBDA
History Society	HIST
Legal Studies	LEGAL
Music Society	MUSIC
Philosophy Society	PHIL
Political Science Student Association	PSSA
Psychology Society	PSYCH
Sexuality, Marriage and Family Studies Society (SMF)	SMF
Society of Fine Arts	SFA
Theatre Student Union	TSU
UW English Society	UWES
UW Human Resources	UWHR

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 April 1st, 2024, without the specified code names will not be accepted. This policy will be enforced from April 1st onwards.

Please send a reply to this email to confirm receipt of this email by the end of the week, that is 24th March 2024.

A few additional pointers:

- 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 inform us at your earliest convenience.
- Please make sure all cheque requests for the expenses made in the term are sent to the then 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 make sure to update ASU (please email rsmalhot@uwaterloo.ca) about the same.