

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 This lists all the items purchased.
(no photocopies or pictures)
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.