

CHEQUE REQUEST



- Original** hard copy **itemized** AND **debit/credit** receipt OR **full screenshot of bank statement** showing transaction
- For online purchases, have a “**confirmation of order**” AND **ALL** items above
- For Uber, you must also include a **screenshot** of the summary of the trip including **to and from addresses** and **cost** AND **ALL** items above
- If gift or prizes, a **list of recipient names, emails, phone numbers and addresses**

DATE: _____ EVENT ID #: _____

Cheque Made Payable To (Capital Letters): _____

Purpose of Cheque: _____

Event: _____ Committee/Club: _____

Contact Email: _____

Acc #: 1150 - _____ Vendor: _____ \$ _____

Acc #: 1150 - _____ Vendor: _____ \$ _____

Acc #: 1150 - _____ Vendor: _____ \$ _____

Acc #: 1150 - _____ Vendor: _____ \$ _____

Acc #: 1150 - _____ Vendor: _____ \$ _____

Subtotal Before Tax \$ _____

Tax Paid \$ _____

Total \$ _____

Accounting and Finance Authorization (please leave blank, for office use only)

VP/Exec Authorization _____ VP Finance _____

Please note that only original receipts will be accepted and all receipts must be attached to the form.

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.

7. Gift Card / Prize winners Receipts for gift cards, gift baskets, contest winner or any other items+ given as a good gesture must be accompanied by recipients’ name, address, phone # and email address. Please keep track of branded merchandise given out as prizes for inventory purposes.