

Cheque Request Form Checklist

- 1) For all items purchased for AFSA events:
 - a) Cash Payment :
 - i) Original hard copy **itemized** receipt
 - b) Card Payment :
 - i) *Itemized* receipt
 - ii) Debit/credit receipt OR screenshot of bank/card statement (statement must show name or last four digits of account/card #)
 - c) Online Purchase
 - i) Screenshot of what you purchased from the site
 - ii) Confirmation email of your order
 - iii) Screenshot of card statement (statement must show name or last four digits of card #)
- 2) UBER:
 - a) Screenshot from Uber App of trip summary (must include to and from addresses + cost)
 - b) Screenshot of bank/card statement (statement must show name or last four digits of card #)
- 3) Gifts, gift cards and prizes
 - a) Same proofs of payment that apply to cash/card payments and online purchases(see #1)
 - b) Names, emails, phone numbers and addresses of the gift/prize recipient(s)
- 4) Paid for a service (event photographer, DJ, etc.)
 - a) Invoice
 - b) Proof of payment
 - i) Original receipt if you paid cash
 - ii) Bank/card statement screenshot if you paid with a card (statement must show name or last four digits of account/card #)
 - iii) E-Transfer: screenshot of transaction on bank statement AND email confirmation (from the bank) that the receiving party has accepted the transfer
 - c) If dealing with an individual (not a company), provide the name, email, phone number and office address of that individual

If you have any questions, please email vp.finance@uwafsa.ca.