



REIMBURSEMENT OF FUNDS FORMS

Before this form can be processed, please remember:

- All original and applicable receipts must be attached and submitted in hard copy
- Incomplete or electronic forms will not be accepted
- The signing authority cannot be the same person who the cheque is payable to

It may take up to ten (10) business days for requisitions to be processed and cheques to be available. Once processed, cheques are either available for pick-up in the Tuck Shop or can be sent by mail. Proper ID is required.

GENERAL INFORMATION

CLUB/SOCIETY NAME: _____

AMOUNT REQUESTED (\$): _____

FUNDING INFORMATION

CLUB/SOCIETY ACCOUNT BASE FUNDING GRANT FUNDING SHARED EXPENSE WITH GROUP

If you are sharing the expense reimbursement with another group, please explain so that it can be accurately deducted from the accounts:

PAYMENT INFORMATION

Please fill out the contact information for the person the cheque is payable to:

CHEQUE PAYABLE TO: _____ EMAIL: _____

APARTMENT/UNIT #: _____ HOUSE NUMBER & STREET: _____

CITY/TOWN: _____ PROVINCE: _____ POSTAL CODE: _____

Please select how you would like to receive your cheque (Tuck Shop location for pick-up or mail):

NORTH CAMPUS DOWNTOWN CAMPUS WHITBY CAMPUS MAIL



EXPENSE DETAILS

Each receipt must be individually listed to include the reason for the purchase. Vague or inadequate explanations, such as “event”, will not be accepted. Only itemized receipts will be accepted. Transaction slips are not sufficient.

STORE NAME	REASON FOR PURCHASE	RECEIPT TOTAL

EXECUTIVE CONFIRMATION

Please remember, the signing officer cannot be the same person the cheque is payable to.

SIGNING OFFICER 1: _____ SIGNATURE: _____

SIGNING OFFICER 2: _____ SIGNATURE: _____

ADMINISTRATIVE CONFIRMATION (OFFICE USE ONLY)

RECOMMENDED FOR APPROVAL BY: _____

SIGNATURE: _____ DATE: _____

ACCOUNT NUMBER: _____

MANAGER NAME: _____ SIGNATURE: _____