Cheque Requisition Form

Payable to: ____________________ Email: ____________________

What name will appear on the cheque? (ie. John Doe)

Account: ____________________

Include the name of the committee to be charged (ie. Orientation, SkuleBook, Conference Funding)

Use of Funds: ____________________

Short description of items purchased (ie. Tools for Pride Parade)

<table>
<thead>
<tr>
<th>Receipts (One Line Per Receipt)</th>
<th>Amount</th>
<th>HST</th>
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</table>

SUBTOTAL ____________________

Other (Delivery/Tip) ____________________

TOTAL AMOUNT REQUESTED ____________________

This is the amount for the cheque

Requested By: ____________________

Print Name ____________________

Date: ____________________

Today ____________________

Director/Club Chair: ____________________

Print Name ____________________

x ____________________

Signature ____________________

Reserved for Engineering Society Officers

Overseeing Officer: ____________________

Print Name ____________________

x ____________________

Signature ____________________

Amount Approved: $ ____________________

VP Finance: x ____________________

Signature ____________________