



# UNIVERSITY OF TORONTO ENGINEERING SOCIETY

## Cheque Requisition Form

Please check which you would prefer. Once selected, fill out the rest of this form.  
If you've selected "E-Transfer", fill out your e-transfer email in the "Email" line. If you don't have autodeposit set up, the password will be "EngSoc"

Cheque

E-Transfer

**Payable to:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
What name will appear on the cheque/ bank account? (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)

Receipts (One Line Per Receipt)		Amount	HST
1			
2			
3			
4			
5			
6			
7			

SUBTOTAL		
Other (Delivery/Tip)		
<b>TOTAL AMOUNT REQUESTED</b>		

This is the amount for the cheque

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Today

Director/Club Chair: \_\_\_\_\_ **x** \_\_\_\_\_  
Print Name Signature

<b>Reserved for Engineering Society Officers: fill if selected "Cheque"</b>	
Overseeing Officer: _____	<b>x</b> _____
Print Name	Signature
Amount Approved: \$ _____	VP Finance: <b>x</b> _____
	Signature