



UNIVERSITY OF TORONTO ENGINEERING SOCIETY

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)

Receipts (One Line Per Receipt)		Amount	HST
1			
2			
3			
4			
5			
6			
7			
8			

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