commerce undergraduate society

Reimbursement Request
UBC Commerce Undergraduate Society

This form is to be used for reimbursement requests for amounts over $200 OR for reimbursements to be mailed by cheque for amounts under $200.

Committee: Brand Management Mentorship Program: 453-7 Date: 09/03/2018

Initiator's Name: _____ Initiator's Position Title: _____

Initiator's Email Address: _____ Initiator's Student Number: _____

Payee's Preferred Name: _____ Payee's Legal Name: _____

Description of Expense			Amount	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
		Total Amount	$ 0.00	

Authorized Signatory Name (Service Chair or Finance Director)

_____

Authorized Signatory Signature

_____

Analyst Use Only

Name:_____

Date: _____ Signature:_____

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ams Student Society of UBC Vancouver

Cheque will not be processed unless receipts/invoices/minutes are attached. Amounts over $200 or any amount to be mailed

CHEQUE REQUISITION

09/03/2018

Club/Dept: Commerce Undergraduate Society

Complete Mailing Address

_____

_____

_____

_____

Account Code: (Full Account Code)	Amount (From each account if more than one)
Brand Management Mentorship Program: 453-71	$ 0.00
Total Cheque Amount	$ 0.00

Cheque Payable to: _____

Purpose of Cheque: _____

_____

Initiators Contact Information: _____

Initiated by: _____ ***(Print Name)*** **Approved by:** _____ ***(Treasurer's Signature)***

FOR OFFICE USE ONLY

Office Authorization: _____ Verified: _____

Vendor No.: _____ Cheque No.: _____ Date: _____