Cheque Request Form Checklist

1) For all items purchased for AFSA events:
   a) Cash Payment:
      i) Original hard copy *itemized* receipt
   b) Card Payment:
      i) *Itemized* receipt
      ii) Debit/credit receipt OR screenshot of bank/card statement (statement must show name or last four digits of account/card #)
   c) Online Purchase
      i) Screenshot of what you purchased from the site
      ii) Confirmation email of your order
      iii) Screenshot of card statement (statement must show name or last four digits of card #)

2) UBER:
   a) Screenshot from Uber App of trip summary (must include to and from addresses + cost)
   b) Screenshot of bank/card statement (statement must show name or last four digits of card #)

3) Gifts, gift cards and prizes
   a) Same proofs of payment that apply to cash/card payments and online purchases (see #1)
   b) Names, emails, phone numbers and addresses of the gift/prize recipient(s)

4) Paid for a service (event photographer, DJ, etc.)
   a) Invoice
   b) Proof of payment
      i) Original receipt if you paid cash
      ii) Bank/card statement screenshot if you paid with a card (statement must show name or last four digits of account/card #)
      iii) E-Transfer: screenshot of transaction on bank statement AND email confirmation (from the bank) that the receiving party has accepted the transfer
   c) If dealing with an individual (not a company), provide the name, email, phone number and office address of that individual

If you have any questions, please email vp.finance@uwafsa.ca.