



CHEQUE REQUEST

NOTE: IF APPLICABLE, PLEASE ATTACH LIST OF EVENT ATTENDEES

*****ONLY ORIGINAL ITEMIZED RECEIPTS ACCEPTED*****

We cannot reimburse VISA/MasterCard receipt stubs or photocopies of receipts

DATE: _____ Student ID Number: _____

Cheque Made Payable To: _____

Queen's/QMed Email Address: _____

Mailing Address: _____

Portfolio (circle one): VP Finance VP Internal VP External Social Other: _____

Global Health Athletics Communications Dean's Fund: _____

NOTE: For mentorship group activities please circle "Dean's Fund" and write "Mentorship" on the line. You must attach a list of group attendees for the event.

Purpose of Cheque: _____

Expense 1: _____ \$ _____

Expense 2: _____ \$ _____

Expense 3: _____ \$ _____

Total \$ _____

Aesculapian Society (President, VP Finance, or Treasurer)

Authorized Signature(s) _____ Date Signed: _____