



WATERLOO ENGINEERING SOCIETY SPONSORSHIP CLAIM FORM

SP- _____ - _____
 Carl Pollock Hall - Room 1327, University of Waterloo
 200 University Ave. West
 Waterloo, ON, N2L 3G1
 T: (519) 888-4567 x32323
 E: vpfinance@engsoc.uwaterloo.ca

SECTION A - CHECK ONE

- I will pick up my cheque in the EngSoc Office
- I require my cheque to be mailed to the address in Section D

SECTION B

Cheque made payable to the following recipient.

SECTION C - CONTACT INFORMATION

NAME: _____
 EMAIL: _____
 DATE: _____

SECTION D - COMPLETE ONLY FOR POSTAL DELIVERY

MAILING: _____
 ADDRESS: _____

SECTION E - TEAM/GROUP INFORMATION

NAME: _____

SECTION F - SPONSORSHIP DETAILS

SPONSORSHIP TERM	DATE	DESCRIPTION OF PURCHASE	TOTAL
ex. Fall 2014	Nov. 31, 2014	Tools and fuel.	\$51.63
TOTAL EXPENSES			

SECTION G - I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT

PRINT NAME: _____ SIGNATURE: _____

NOTE: PLEASE ATTACH INVOICE OR PROOF OF PURCHASE TO THIS FORM UPON SUBMITTAL

SECTION H - APPROVAL (FOR OFFICE USE ONLY)

VP FINANCE APPROVAL: _____ BUSINESS MANAGER APPROVAL: _____