



# WATERLOO ENGINEERING SOCIETY EXPENSE STATEMENT

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### 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 - CHECK ONE

- I require reimbursement
- I require payment made out to the following receipt:
- \_\_\_\_\_

### SECTION C - COMPLETE ONLY FOR PICKUP IN THE ENGSOC OFFICE

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

### SECTION D - COMPLETE ONLY FOR POSTAL DELIVERY

NAME: \_\_\_\_\_ MAILING \_\_\_\_\_

EMAIL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ \_\_\_\_\_

### SECTION E - EXPENSE DETAILS

Directorship	DATE	DESCRIPTION	TOTAL
ex. POETS Manager	Nov. 31, 2013	Decorations for MOT	\$ 51.63
<b>TOTAL EXPENSES</b>			

### SECTION F - 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 G - APPROVAL (FOR OFFICE USE ONLY)

VP FINANCE \_\_\_\_\_ PRESIDENT \_\_\_\_\_ BUSINESS MANAGER \_\_\_\_\_

Available Budget: \_\_\_\_\_