COURSE UNION RECEIPT FORM - - - FALL 2026

COURSE UNION:_____

ATTACH ALL ORIGINAL RECEIPTS AND NUMBER THEM FOR THIS FORM – PRINT CLEARLY

Receipt #	Items Purchased (e.g. food, gift, etc..)	Event Name & Date of Event	Amount Granted	Amount Spent	Difference Owing

I,_____, certify that the information herein is correct and accurate.

_____ _____ _____

date print name signature

_____ _____

phone # email address

****PLEASE HAND IN ALL PAPER RECEIPTS/EMAIL ONLINE RECEIPTS****
****NO PHOTOS OF RECEIPTS****

HOW TO FILL OUT THE RECEIPT FORM

RECEIPTS MUST BE ORIGINAL HARD COPY, ITEMIZED ONES FROM VENDORS – NO PHOTOS. ONLINE RECEIPTS FOR ONLINE PURCHASES CAN BE EMAILED TO US

The following should explain the items required for the receipt form. Print clearly and complete all parts. **If ASSU did not print your posters, as proof your events, you are required to submit a poster/advertising for each event you held.** Be advised that you are responsible for the entire grant.

RECEIPT # - You should clearly number all receipts (1,2,3, etc.) and the number should correspond to the same number you write on the receipt form.

ITEMS PURCHASED – The specific items purchased.

EVENT/ DATE OF EVENT - The actual type (academic seminar, movie night, etc.) and the date of the event.

AMOUNT GRANTED – List the amount granted from your budget for each item.

AMOUNT SPENT – Actual cost of the purchase as shown on the receipt.

DIFFERENCE OWING – The amount you did not spend that is owed back to ASSU – not mandatory since Jane will go through to audit

NOTE: Fall receipts must be submitted prior to receiving the Winter Grant. Any money owing from the Fall Term will be subtracted from your Winter Term cheque.

If you have any questions concerning Course Union receipts, please ask the staff.