

<b>Queen's Engineering Society</b>			
<b>Internal/Credit Card Usage Notification</b> (PLEASE PRINT CLEARLY)			
Director of Finance, Cory Vos ( <a href="mailto:finance@engsoc.queensu.ca">finance@engsoc.queensu.ca</a> )			
Account Used (Circle One):	Queen's Financial Services	EngSoc Credit Card	
Name:	_____	Date:	_____
Paid To:	_____	Total Cost: \$	_____
Payment Memo: _____			
Account to Be Debited:	_____	Budget Line:	_____
Your email:	_____	Receipts Attached: Y/N	
Additional Information: _____			
<u>Signatures</u>			
VP (Operations):	Date:	President:	Date:

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