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Description automatically generated

**2023 – 2024**

**MLSA Member Cheque Requisition Form**

|  |  |
| --- | --- |
| **Name** (Cheque Payable To) |  |
| **Committee/Group & Position** |  |
| **E-mail** |  |
| **Mailing Address** |  |

x This form must be accompanied by supporting documentation (an invoice and receipt, or bank statement or credit card statement showing amount paid and proof of payment).

x Multiple claims may be submitted on this form; reimbursement will be provided on one cheque. You may attach multiple forms if more space is needed and one reimbursement cheque is requested.

x Submit this form and direct any inquiries to Thomas Mooney, VP Finance

(rh.mlsa.vpfinance@gmail.com).

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Receipt** | **Issuer of Receipt** | **Amount** **Claimed** | **Description of Expenses** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Total Amount Claimed: $

**Any further information the MLSA may need to properly assess/process the reimbursement:**

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