



2021-2022 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 Narayan McRae, 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: