



2022-2023 MLSA Event Invoice Form

Vendor (Cheque Payable To)	
Mailing Address	
Committee	
Event	
Final Payment Due Date	

- x This form may only be submitted by the Chair(s) of an MLSA Committee
- x This form must be accompanied by a finalized invoice which lists the itemized and total expenses of the event, as prepared by the Vendor. Estimates or invoices which are subject to change will not be approved.
- x To ensure that payment is available to Vendors within their expected payment schedule, please submit this form at least one week prior to the event if payment is due before the event, or immediately upon receipt of the final invoice if payment is due after the event.
- x Any events for which an invoice is submitted must have the prior approval of the MLSA Executive who is responsible for your Committee.
- x Submit this form and direct any inquiries to Dion Cheung, VP Finance (rh.mlsa.vpfinance@gmail.com).

Issuer of Receipt	Amount Claimed	Description of Expenses

Total Amount Claimed: \$ _____