

Cheque Request Form

This is the "Reimbursement of Funds Request Form". For a cash advance, use the Cash Advance Form.
Reimbursements can only be issued by cheque.

Top section to be completed by the person requesting repayment/reimbursement.

Name of the group you are requesting repayment from:

Legal/Modern Name

Reason

All receipts must be attached. Submit this completed form and all receipts to the branch exchequer.

If emailing, include the words "**I signed the attached form**" in the email.

Signature - Person Requesting Reimbursement

Date

Confirmation

To be completed by the group exchequer.

Date Received	Is reimbursement authorized?			Yes	No
This expense is authorized by (select one):	Annual Budget	Event Budget	NMR Transfer		
	Finance Committee	Special Purpose Fund:			

If part of a budget, which line covers this expense?

Comments/Details

Cheque # **Date Issued** **Date Mailed or Delivered**