

Unitarian Universalists of the Salish Sea
REIMBURSEMENT REQUISITION

Your Name (print): _____ Date: _____

check one:

- Your own personal reimbursement (original, itemized receipts must be stapled to the back — non-itemized credit card slips etc are not accepted by CRA)
- Remit payment per attached invoice to: _____
- Issue cheque to a third party (name): _____
 (address) _____ Mail cheque
 _____ Give cheque to me to deliver

Instructions for cheque memo line: _____

Your Signature: _____

DATE	PARTICULARS	US \$ FUNDS	GST PAID	CANADIAN \$ FUNDS (include GST)
TOTALS		\$	\$	\$

AUTHORIZATION (Obtain authorization before submitting for reimbursement)

I, _____ (name) as Team Chair or Planning Team Member, have reviewed the receipts/invoices and authorize this requisition to be charged to: _____ (Team or Fund name).

Signature: _____

Note: Requisitions cannot be processed without original itemized receipts, an authorizing signature, and the correct Fund name.