



PROBUS CLUB OF CAMBRIDGE RIVERSIDE
Request for Reimbursement Form – Cheque Requisition Form

Date Submitted:	
Cheque Payable to:	
	Please Print
Amount Requested.	
Purpose of Expenditure:	
Items Purchased or Services Rendered:	1.
	2.
	3.
	4.
	If there are more entries needed, lease attach a list to this sheet.
Approved by: Probus Treasurer	
	Signature Date

**** NOTE: PLEASE ATTACH ORIGINAL RECEIPT(S) CLEARLY SHOWING THE AMOUNT(S) TO BE REIMBURSED.**

Here's how to use this form:

The cheque will be written to the person, or company whose name appears on the "Cheque Payable to" line above once information has been filled out and approved by Treasurer.

For Treasurer's use only:

Cheque # paid: _____ Date Paid: _____

Budget Line to be charged _____