

**REQUEST FOR REIMBURSEMENT BY THE FOUNDATION
FOR MINOR EQUIPMENT AND SUPPLIES**

- Directions:** 1. Complete form below.
 2. Attach copies of invoices/cheque requests relating to this request.
 3. Send all completed forms to VP Finance & CFO with a copy to Foundation office.

Requested by: _____ **Amount Requested:** \$ _____

Purpose / Nature of Disbursements (i.e. conference fees, minor equipment, etc.):

Date (mm/dd/yyyy)	Requestor's Signature	Requestor's Title
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Date (mm/dd/yyyy)	Signature of Program Manager/ Director Endorsing Request	Name of Program Manager/Director Endorsing Request
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Date (mm/dd/yyyy)	Signature of VP Approving Request	Name of VP Approving Request
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Office Use Only Section

Name of Account: _____

Foundation Fund Number: _____

Note: This form is not to be used for requests to the Auxiliaries.