

METHOD FOR REIMBURSEMENT /INVOICE PAYMENTS

Attached is a new form that is now going to be required when you are requesting reimbursement costs or payment of any invoices.


When filling out this request it will be approved by one of the committee members other than me.

They will sign off on the request and then I will raise a cheque for payment. Most of these payments will now be occurring at our monthly meetings, as I will need one of the other committee members to review the invoice/reimbursement before I can raise a cheque for payment.

If there is no attached receipts/invoice then your payment will be rejected.

I feel that we new a new method for payments as it has been very hard to reconcile the books for the end of year. There has been payments make and reimbursements that the accountant is having trouble tying them back from the start of last year (2007).

Yours truly,



Cindy Kerrison
Metro North Treasurer

Metro North Payment Request

Person Requesting Reimbursement _____

Reason for reimbursement _____

Signature of Applicant _____

Approved by _____

Cheque # of Payment _____

Signatures on Cheque for Payment _____

Date Cheques Raised _____

Any Comments _____

PLEASE ATTACH ALL DOCUMENTATION THAT REALTES TO YOUR PAYMENT REQUEST