

Navy League Brantford Branch – Spending Request

Unit Submitting Request

- Unit #26 Admiral Landymore (NL Cadets) Advance Band
 Unit #135 Admiral Nelles (Sea Cadets) Expense

Activity/Event: x Activity Event Date: x

Date of requested expense/advance: x

Name of Person Requesting Funds: x

Items Required/Purpose (Generalize): x

Total Amount of Request/Advance: \$ x

Signature of Person Submitting Request: x

Approved By Branch Signatories: x

If advance request, paid by: x

Navy League Brantford Branch - Cheque Request

Unit Submitting Request

- Unit #26 Admiral Landymore (NL)
 Unit #135 Admiral Nelles

Activity/Event: x Activity Event Date: x

Name of Person to be reimbursed: x

Date Cheque request is being Submitted: x

Items Purchased (Generalize): x

Total Amount of Cheque Request: x

Signature of Person Submitting Request: x

- Receipts Enclosed (Ensure to scan & upload receipts to QuickBooks, attach to this form)

Branch Only Assigned Budget Line: x

Cheque # and date issued on: x In the Amount of \$ x

Cheque Issued by: x And x