

Item description or purpose	Supplier	Subtotal	HST	Total
Total Claim:				

Claim submitted by / Reimburse to: _____

Authorised by: _____

Date: _____

Instructions

Item description can be generic i.e. stationery, refurb materials, etc.

Items should not be mixed.

Thus, stationery and refurb materials should be detailed on two separate lines etc.