

Kiwanis Club of Orleans			Expense Sheet		
			See notes		
Date	Total Amount	Invoice from (store name) - 1	Description - 2	Which Kiwanis Account to be charged ?	Prior approval (Y or N ?) - 3 - please explain
			Name	Signature	Date submitted
TOTAL	0				

Notes:

- 1 - the name of store or organization shown on the invoice you have
- 2 - what was purchased, and for what project/task
- 3- has this been approved specifically, or just generally, by the Club ?

In all cases, invoices shown above MUST be clean (ie., no items for personal or other use), as they are to be available for submission to CRA for approval and reimbursement.

There is no column for HST - that is separated out on a list which need to be prepared afterwards. These forms are not used for that purpose.