



Cheque Number

**NAVY LEAGUE OF CANADA  
Vancouver Island Division  
EXPENSE & REQUEST FORM**

**Requested by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Cheque payable to:** \_\_\_\_\_  
(same as "Requested by" unless otherwise noted)

Item(s) Requested OR Expense(s) Claimed:

Quantity	Description	Unit Cost	Total Cost

Total Requested/Claimed: \_\_\_\_\_

**FOR VID TREASURER USE ONLY**

**APPROVED**

**Division President:** \_\_\_\_\_

**Division Vice President:** \_\_\_\_\_

**Division Treasurer:** \_\_\_\_\_

Approval date of meeting: \_\_\_\_\_ (if applicable)

**NOT APPROVED**

**Reason for denial:** \_\_\_\_\_

Posted:	Initials	Date