



**ENGINEERING &
COMPUTER SCIENCE
ASSOCIATION
CONCORDIA UNIVERSITY**

Please provide a detailed description of each expense, organized by receipt.

Please number and attach all receipts in the order they are listed below.

Ensure that you attach ALL original receipts (credit card or debit slips are not acceptable)

Remember that this is students' money that you are spending!

Request for Reimbursement

Society _____

Purchaser _____

Phone _____

Email _____

Requested By _____

Receipt #	Budget Line	Expense Description	Expense Date	Expense Amount	ECA Account
			Total		

OFFICE USE ONLY

Signature of Society President

Signature of Society VP Finance

Signature of Purchaser

Signature of ECA President

Signature of ECA VP Finance

OFFICE USE ONLY	Received by:	Date Received:	Processed by:	Date Processed:
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