

PAYMENT REQUISITION FORM 2023-2024

To be used for ATA Local 55 Committee Reimbursements

Please complete all applicable areas (if known).
Please ensure copies of detailed original receipts are attached.

Payable to:

School / Worksite:

Committee/Event

Acct	Date	Details (Vendor, Reason for Expense)	\$ Amt.

Total:	\$0.00
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Note: if requests for reimbursements are for travel/conference expenses - please utilize
 ATA Local 55 Travel Expense Report (found at www.atalocal55.ca/committees)
 Thank You

Administrative use only

Approved by:

Paid On

Please scan and forward this requisition sheet along with
detailed receipts to accounting@ataloc55.ab.ca