

CUPE 3433/MASA
Spending Authorization Form

Date:

Name of person requesting authorization:

Where the spending is being incurred:

Why spending is to be incurred:

Approved during executive meeting?
(Date of meeting)

Estimate of spending:

Your signature:

Authorization signature:

MASA CHEQUE PAYMENT

Payable to:

Date:

Actual amount of the expenses:

Overage/shortage:

Reason for overspending/underspending:

Cheque #:

Secretary-Treasurer's signature: