## **CIF Project Expense Form**



## This is a fillable form that can be completed on your computer

- List 1 receipt per line with a brief description of the items
- Amounts entered on the right will automatically total at the bottom

Project Name:	Mc	onth:	
Pay Total Amount To:			
Receipt Summary (1 receipt per line)			
Store Name	Description	Amount	
-	_		
-			
		Total	
<ul><li>Online purchas</li><li>In-person purcl</li></ul>	vith original receipts (as per VCH Finance) es: Digital receipts can be submitted by email nases: Original cash register receipts with GST # a nsaction slips and handwritten receipts will not	·	
Mail or drop	CIF Office – Attn: Megan Brummitt 200-520 W 6 <sup>th</sup> Ave, Vancouver, BC V	V5Z 4H5	
fice Use:	Account: 8601506-75103004		