



9000 Bathurst Street, Thornhill ON L4J 8A7 - T: 905.695.9786 - F: 905.695.1585 - E: admin@jaffari.org - www.jaffari.org

EXPENSE REIMBURSEMENT FORM

Jaffari Muslim Food Bank

Please complete the form below for your expense reimbursement request, **and attach original receipts.**
Please ensure all details are correct and then submit to the Secretariat Office.

Date:	Committee:
	Event for which items were purchased:

Last Name:	First Name:	Middle Name:	Title:
Contact Number:		E-mail Address:	
Address:			
City:	Province:	Postal Code:	

LIST OF EXPENSES

#	Store/Vendor	Description of Items Purchased	Amount
1			
2			
3			
4			
PURCHASE TOTAL:			

Committee Lead:	Signature of Approval of above Expenses:
Directors Liaison:	Signature of Approval (if applicable):

Totals up to \$500/- require approval from Committee Lead. Totals above \$500/- require approval from Directors Liaison.

BANK DETAILS

Please provide your bank details below or attach a void cheque to this form.

Transit Number:	Institution:	Account Number:
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Jaffari Community Centre
9000 Bathurst Street
Thornhill, ON L4J 8A7

Masumeen Islamic Centre
7580 Kennedy Road
Brampton, ON L6W 0A1

Razavi Community Centre
95 Mead Avenue
Hamilton, ON L8H 3T6