

Cheque Requisitions

002272

This number **must** appear on your invoice and outside your packages.

Payable To			
Sophia Lazarus			
Purpose	Department		
Reimbursement of candy purchased	MCYS		
Date	Requested By		
2023-11-15	Sophia Lazarus		
Description		Budget Code	Subtotal
Halloween candy		7045	\$248.72
<u>Conditions</u> Alterations to this requisition render it null and void.		Total Due	\$248.72

Halloween candies were purchased to distribute on Halloween. The candies bought came to \$410.22. I was told to submit \$210.22 that came out of my pocket to get reimbursed. Also I had bought treat bags to put candies in the bag that came up to \$38.50 altogether.

Authorized Signature

Leahan Parrott