

PAC Cheque Issuance Procedure:

All expense reimbursement and/or cheque request forms must be submitted within 30 days of an event, with only pre-approved exceptions.

Requested by (Name):		Date:	
Contact details (email):			
Cheque payable to:			
Reason (Program name):			
Is this activity extracurricular (Y/N) ?			
To be completed by the program coordinator			
Coordinator name:			
Contact details (email):			
Budget line:			
Coordinator's signature: Date:			
(Principal's signature required for requests by teachers)			
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Detailed Expenses: (Please attach receipts in order listed)			
Date	Expense Description		\$ Amount
		Total Expenses:	
		: 312: 2: p 3: 10001	
FOR TREASURER USE ONLY:			
Paid By Cheque No.:		General Chequing □ Gaming Chequing □	
Cheque Issue Date:		Entered into QB Date:	