

Henry Anderson PAC

Expense Reimbursement / Requisition Form

2023 / 2024

1. Reimbursements will be made only for items that have been pre-approved for purchase.
2. Complete this form within 30 days of incurring the expense.
3. All requests for reimbursements must be accompanied with supporting receipts - showing vendor name, date, description of purchase and total.
4. Attach original receipts to this completed form and submit to the school office.

Email the PAC Treasurer andersonPACtreasurer@gmail.com for any questions

Date of request: _____

Requested by: _____

H/R or Div (for teachers): _____

Email / phone number (for parents): _____

Amount requested: _____

Event: _____

Expense details (Items purchased and general purpose): _____

Cheque payable to: _____
(print name)

Signature: _____

FOR TREASURER USE:

Date issued:		From account:	GAMING / OPERATING
Cheque #:		Category:	
Cheque Amount:		Posted:	
Reimbursement made to:			