

Henry Anderson PAC

Expense Reimbursement / Requisition Form

2024 / 2025

1. Reimbursements will be made only for items that have been pre-approved for purchase.
2. All requests for reimbursements must be accompanied with supporting receipts - showing vendor name, date, description of purchase and total.
3. Please scan receipts in as few digital files as possible.
4. Email this completed form along with scanned receipts to andersonPACtreasurer@gmail.com
5. Complete this form within 30 days of incurring the expense (exception for teachers).
6. Teachers' deadlines:

December 13, 2024 - all expenses incurred Jul 1 - Dec 12

March 7, 2025 - all expenses incurred Dec 13 - Mar 6

June 6, 2025 - all expenses incurred Mar 7- Jun 5

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:			