École Porter Street Elementary PAC

728 Porter St, Coquitlam, BC V3J 5B4 • www.PSPAC.com

REQUEST FOR REIMBURSEMENT

Instructions: Fill out one form per event, activity, fundraiser, or other approved budget expenditure. In the Contact Information section enter the details of the person to be reimbursed by the PAC - this information is used to contact you when your cheque is ready for pickup. In the Purchase Details section identify the event or budget line item and the event date, write out all items purchased and their intended use as well as the amount paid for each. Ensure all receipts are attached to this form for a smooth turn-around.

Contact Information

Date of Submission: _____

Purchaser's Name: _____ Phone or email: _____

Purchase Details

Event Name or Budget Line Item: _____ Event Date: _____

Item Purchased	Intended Use	Amount

Total Amount: _____

Is the receipt attached? [ ] YES [ ] NO - If no, provide more information:

_____

_____

For PSPAC Administration:

Date Received: _____ Cheque Issued By: _____

Cheque Issue Date: _____

Approved By: _____ Cheque #: _____

(PSPAC Executive Member with Bank Signing Authority)

Cheque Amount: _____