

Ed as Researcher
Request for Reimbursement

Please send to Carolynn Ablitt @ SBO

Submitted by: _____

DATE: _____

LIST ALL EXPENSES BELOW

Book Club funds can be utilized for book orders, and light snacks. Funds cannot be used for purchase of equipment or student resources.

(ATTACH ORIGINAL RECEIPTS)

write a brief description explaining expenses

	<u>INVOICE TOTAL</u>	<u>GST</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
TOTAL EXPENSES	\$ _____	_____

Please Reimburse:

EITHER

1: School GL account # : _____

OR

2: **Staff member Signature** : _____

		GST
TOTAL REIMBURSEMENT	\$ _____	_____
GL: _____		
_____ *Approved for Payment (Carly Hunter)		