

Ed as Researcher

**Request for GL transfers for school MasterCard purchases below
All personal purchases are to be submitted through the ESS System**

Please send to Carolynn Ablitt @ SBO

Submitted by: _____

DATE: _____

School: _____

LIST ALL EXPENSES BELOW

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

(ATTACH ORIGINAL RECEIPTS)

write a brief description explaining expenses

INVOICE TOTAL

GST

\$ _____
\$ _____
\$ _____

TOTAL EXPENSES

\$ _____
=====

Please Reimburse:

1: School GL account # : _____

	TOTAL REIMBURSEMENT	\$		GST
		=====		=====
	GL:	_____		

*Approved for Payment (Carly Hunter)				