

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 Roisin Magill @ 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 Copy of Receipts)**

**write a brief description explaining expenses**

**INVOICE TOTAL**

**GST**

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

**TOTAL EXPENSES**

\$ \_\_\_\_\_

\_\_\_\_\_

Please request GL:

1: School GL account # : \_\_\_\_\_