



BAYVIEW PARENT ADVISORY COMMITTEE

Cheque Requisition Form

Please complete this form and attach all receipts in order to be reimbursed for pre-authorized expenses incurred.

If no receipt exists, indicate reason and provide any available back up documentation:

Date: _____ Make Cheque Payable to: _____

Expense Detail:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Use additional pages, if needed)

NOTE: Cheques Requisition form should be submitted to Treasurer within three (3) weeks of the date of event/purchase. "Stale" submissions may not be available for reimbursement at the discretion of the PAC Executive

For use by Treasurer:

Date Paid _____

Cheque no. _____

Amount _____