

## École Ross Road School Parent Advisory Committee ("PAC") Payment / Reimbursement Requisition Form

**If purchasing items for the PAC or a PAC sponsored event, please follow these directions for reimbursement:**

1. Before purchasing, please notify PAC Treasurer to ensure adequate budget exists.
2. Complete this form within 30 days of incurring the expense.
2. Obtain a clear, original receipt showing vendor's name, date description of purchase and total.
3. Attach original receipt(s) securely to the completed form and place in envelope marked 'Attn: PAC Treasurer'
4. Drop off completed reimbursement form to the school office for Treasurer's folder.
5. Reimbursement cheques will be available for pick up at the office within two weeks.

**Date:**

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**Total \$ Amount:**

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**Project/Event:**

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**Expense Detail:**

(purpose or item description, invoice #)

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**Requested By:**

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Printed Name

**Cheque Payable to:**

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**To be completed by Treasurer:**

**Cheque # & Date:**

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**Gaming / Operating:**

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**Receipt (Yes/No):**

(Please staple to form, if No, include explanation)

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**Comments:**

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