



CLEARING ACCOUNT REPORT OF RECEIPTS

All monies will be coded to the school clearing account. (0-000-84587-XXX) held in district trust

SCHOOL _____ DATE _____

Description of Item(s) (Use only 1 line per cheque)	PO #	Cost of Item(s)	Paid By (PAC General, PAC Gaming, School Trust)	Cheque Number	Amount of Cheque	Invoice # (Board Office Use Only)

On Behalf of the school:

Signature _____ Date Signed _____ YYYY/MM/DD

The following section to be filled out by a PAC officer ONLY if PAC provides all or partial funding for the purchase(s) listed above.

I, _____ an officer of the PAC for _____ School,
 (please print) (please print)
 certify that the goods listed above were given to the school for its use, or for students' use.

Signature _____ Date Signed _____ YYYY/MM/DD

FORWARD THIS DOCUMENT AND OTHER RELATED PAPERWORK TO TRISH APPLETON IN THE FINANCE DEPT. AT THE SCHOOL BOARD OFFICE



CLEARING ACCOUNT REPORT OF RECEIPTS

All monies will be coded to the school clearing account. (0-000-84587-XXX) held in district trust

SCHOOL Sample School DATE Oct 15, 2010

Description of Item(s) (Use only 1 line per cheque)	PO #	Cost of Item(s)	Paid By (PAC General, PAC Gaming, School Trust)	Cheque Number	Amount of Cheque	Invoice # (Board Office Use Only)
Bussing- Trips Field	123456	1,000.00	PAC Gaming	123	\$ 1,000.00	
Planners	852163	500.00	PAC Gaming	124	\$ 500.00	
Playground addition	899996	10,000	PAC General	006	\$ 5,000	
			PAC Gaming	125	5,000	

On Behalf of the school:

Signature The Secretary

Date Signed 2010/10/15
YYYYMM/DD

The following section to be filled out by a PAC officer ONLY if PAC provides all or partial funding for the purchase(s) listed above.

I, Jane Doe an officer of the PAC for Sample School School,
(please print)

certify that the goods listed above were given to the school for its use, or for students' use.

Signature Jane Doe Date Signed 2010/10/15
YYYYMM/DD

FORWARD THIS DOCUMENT AND OTHER RELATED PAPERWORK TO TRISH APPLETON IN THE FINANCE DEPT. AT THE
SCHOOL BOARD OFFICE