

PAC Cheque Requisition Form

Date: Nov 15, 2010

Cheque No.: 123

The form is prepared by the person requesting payment or reimbursement

Name of Payee: Jane Doe
(Please print)

Amount \$ 214.52

Description of Payment or reimbursement:

Fall concert supplies - Concert date Dec 14, 2010

Receipt No. 1 Staples \$ 24.53

Receipt No. 2 P&G Sewing Center \$ 84.14

Receipt No. 3 Canadian Tire \$ 40.12

Receipt No. 4 Coles \$ 65.73

Receipt No. 5 _____ \$ _____

SAMPLE

Original itemized invoice(s)/ receipts must be attached to the back of this form prior to cheque being released.

Signature of Payee: Jane Doe

All purchases over the amount of \$ _____ must have approved PAC minutes attached showing the "Motion" as accepted as supporting documentation before issuing cheque.

PAC Signing Authority Note (s)

Div 1 and Div 2 to make stage posters
Pay Jane ASAP

PAC Chairperson Signing Authority Signature No. 1 The Chair

PAC Treasurer Signing Authority Signature No. 2 The Treasurer

① STAPLES Canada
Store # 100
1600 15th Avenue Unit 206
Prince George, BC V2L3X3
250-614-4270

Sale 00090 9 003 25643
0100 11/23/10 04:14

DIVIDEND# NUMBER: [REDACTED]
1 1908 SHARPENER
079946104233
Subtotal 21.90H
HST 12.00% 2.63
Total \$24.53

MasterCard
Mastercard C Purchase
Authorization Number 19100B
0010015250 25643 66164241
90 11/23/10 16:10:00
01/027 APPROVED - THANK YOU
MasterCard [REDACTED]
0000008000 E61300D3484ACA72
D50A23858E00F313

Thank you for shopping at
STAPLES!
We will not be undersold!

IMPORTANT
Retain This Copy for Your Records
FOR CUSTOMER SERVICE CALL 1-866-STAPLES
OR EMAIL TO customer_service@staples.ca
INTERESTED IN EXPLORING A CAREER WITH US?
VISIT www.Staplesville.ca
Visit Staples.ca

WARNING - DATA REMOVAL
CUSTOMERS ARE RESPONSIBLE FOR THE
REMOVAL AND BACK-UP OF ALL DATA
(INCLUDING PERSONAL INFORMATION)
FROM RETURNED PRODUCTS.

HST No. 126152586



FABRIC 2 X @6.90
FABRIC 0.5 X @5.90
FABRIC 2 X @6.90
FABRIC 3 X @12.98
FABRIC 11T2 \$13.80
FABRIC 11T2 \$38.94
FABRIC 11T2 \$13.98
ST \$83.47
% 10%
*
G.STABLE -8.35
G.S.T. \$75.12
PSTABLE \$75.76
P.S.T. \$5.26
CASH \$34.14

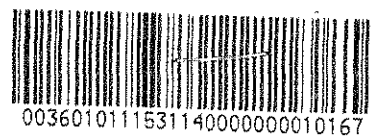
PRINCE GEORGE
SPRING CENTRE
1210 5TH AVENUE
PRINCE GEORGE V2L 3L2
PH 563-1533 FX 563-5419
10430 4126 R10001
REG 11-17-2010 13:07
003992

CANADIAN TIRE #360
250-964-8258
HST#134298736
REG #: 3 11/15/2010 14:06:32 TRANS #: 167
OPERATOR #: 114 Float: 001
18X083-0307-4 @ \$ 1.990 ea.
MINI STICK CANA \$ 35.82
SUBTOTAL \$ 35.82
12% HST \$ 4.30
5% HST \$ 0.00
TOTAL \$ 40.12
VISA TEND \$ 40.12

VISA PURCHASE
CHIP CARD [REDACTED]
2010/11/15 17:06:55
REFERENCE #: 66026430 0010010010 C
AUTHORIZATION #: 096059
80AA45546799EF8EB6
40998216ECA28E51B6
A0000000031010
VISA
0000008000
01 APPROVED - THANK YOU 027

You could instantly win an
--- iPod ---
Plus enter for a chance to win
*** \$1000 CASH! ***
Tell us how we did today
by completing our online survey at:
www.tellcdntire.com
- OR - via telephone : 1-888-431-5595
PRIZES available to be WON DAILY!!
No purchase necessary. Must be legal
age and answer a skill testing
question. Odds of winning depends
on total entries received.
Contest ends November 30 2010

1117-0131-66500-1149



Easy Returns: Save Your Receipt
Please see reverse

SAMPLE

COLES

Store# 00082 Coles Pine Centre
3079 Massey Drive
Prince George, BC V2N 2S9
Phone: (250) 563-1112

You could win \$1000 or an iPod!
Complete our survey at
www.indigofeedback.com
or call 1-866-379-4970.
See site for contest rules.

Store# 00082 Term# 004 Trans# 192923
Operator: 462FR 10/08/2010 12:29
REWARDS SALE
266500691347

KINE LARGE RULED CAHIER \$64.00
183704956 4 @ \$16.00

Subtotal: \$64.00
HST: 12.0% \$7.68
Total: \$71.68
ELECTRONIC GIFT CARD: \$5.50
MC/DINERS: \$65.18

ONLINE EXCLUSIVE - DEBIT TO WIN!

Use your INTERAC card online and be
entered to WIN 1 of 5 \$1000 INDIGO
shopping spree.

Visit chapters.indigo.ca for details.

Offer ends OCTOBER 31, 2010.

Store# 00082 Term# 004 Trans# 192923
GST Registration # R897152666



0008200401929231

PAC Cheque Requisition Form

Date: _____

Cheque No.: _____

The form is prepared by the person requesting payment or reimbursement

Name of Payee: _____
(Please print)

Amount \$ _____

Description of Payment or reimbursement:

Receipt No. 1 _____ \$ _____

Receipt No. 2 _____ \$ _____

Receipt No. 3 _____ \$ _____

Receipt No. 4 _____ \$ _____

Receipt No. 5 _____ \$ _____

Original itemized invoice(s)/ receipts must be attached to the back of this form prior to cheque being released.

Signature of Payee: _____

All purchases over the amount of \$ _____ must have approved PAC minutes attached showing the "Motion" as accepted as supporting documentation before issuing cheque.

PAC Signing Authority Note (s)

PAC Chairperson Signing Authority Signature No. 1 _____

PAC Treasurer Signing Authority Signature No. 2 _____

PAC - Report of Money collected and counted
(one form for each type of collection)

Name of PAC member(s) collecting money:
(please print)

Date: Nov 3, 2010

Jane Doe
Sally Smith
Bill Brown

SAMPLE

Money was collected by:

Purdy's Chocolates

(e.g. bottle drive, car wash, bake sale, magazine orders, chocolate sales bookfair,)

These funds are to be raised to be spent on:

Choir Riser's

Cash

<u>10</u>	x \$ 5.00 =	\$ <u>50.00</u>
<u>5</u>	x \$ 10.00 =	\$ <u>50.00</u>
<u>5</u>	x \$ 20.00 =	\$ <u>100.00</u>
	x \$ 50.00 =	\$ _____
	x \$ 100.00 =	\$ _____

Coins:

_____	\$0.01	_____
_____	\$0.05	_____
_____	\$0.10	_____
_____	\$0.25	_____
<u>50</u>	\$1.00	<u>50.00</u>
<u>25</u>	\$2.00	<u>50.00</u>

Loose coins	=	\$ <u>100.00</u>
Rolled coins	=	\$ _____
Total cash	=	\$ _____
Cheques	=	\$ _____

Total funds counted for deposit

\$ 300.00

PAC member signature of total funds collected:

Jane Doe

PAC member signature of total funds collected:

Sally Smith

PAC member signature of total funds collected:

Bill Brown

PAC member signature of total funds collected:

The Treasurer

PAC Treasurer signature of total funds received for deposit:

Funds were deposited on: Nov 3, 2010
(date)

Adjustments must be signed by both the PAC member and Treasurer

Adjustment to the total given to the Treasurer \$ NONE

PAC Members Signature: _____ Treasurers Signature: NONE

PAC - Report of Money collected and counted

(one form for each type of collection)

Name of PAC member(s) collecting money:
(please print)

Date: _____

Money was collected by:

(e.g. bottle drive, car wash, bake sale, magazine orders, chocolate sales bookfair,)

These funds are to be raised to be spent on:

Cash

_____	x \$ 5.00 =	\$ _____
_____	x \$ 10.00 =	\$ _____
_____	x \$ 20.00 =	\$ _____
_____	x \$ 50.00 =	\$ _____
_____	x \$ 100.00 =	\$ _____

Coins:

_____	\$0.01	_____
_____	\$0.05	_____
_____	\$0.10	_____
_____	\$0.25	_____
_____	\$1.00	_____
_____	\$2.00	_____

Loose coins	=	\$ _____
Rolled coins	=	\$ _____
Total cash	=	\$ _____
Cheques	=	\$ _____

Total funds counted for deposit

\$ _____

PAC member signature of total funds collected:

PAC member signature of total funds collected:

PAC member signature of total funds collected:

PAC member signature of total funds collected:

PAC Treasurer signature of total funds received for deposit:

Funds were deposited on:

_____ (date)

Adjustments must be signed by both the PAC member and Treasurer

Adjustment to the total given to the Treasurer

\$ _____

PAC Members Signature: _____

Treasurers Signature: _____

PAC Ledger for the month of: November 2010

Date	Cheque No.	Payee Name	Description of Expense	Payments	Deposits	Bank Balance
			Opening Balance			\$ 7,000.00
Nov 1			Purdys - Div 1		200.00	7,200.00
3			Purdys - Div 6		300.00	7,500.00
6			Purdys - Div 2		100.00	7,600.00
9	122	Purdys Canada	Inv # ABC	400.00		7,200.00
15	123	Jane Doe	Concert Supplies	214.52		6,985.48
20			Hot Lunch Collect		455.00	7440.48
21	124	Pizza Company	Inv. 0129	440.00		7000.48
Nov 30		Bank Interest			1.00	7001.48
Nov 30		Bank Charge	Statement fee	2.00		6999.48
					Ending Balance	\$ 6999.48

SAMPLE

The **Ending Balance** reconciles to the ending bank statement balance.

****Copy of Bank Statement is attached as verification****

This report was presented at the Dec 2, 2010 PAC meeting

PAC Chairperson Signature: The Chair Date: Dec 1, 2010

PAC Treasurer Signature: The Treasurer Date: Dec 1, 2010

PAC Restricted Funds
(Committed Money voted on but not yet spent)

General Bank Balance for the month ending: Nov 30, 2010 \$ 6,999.48

Gaming Bank Balance for the month ending: Nov 30, 2010 \$ 5,000.00

The following items are restricted items as we voted to set the money aside to purchase:

1	<u>Playground addition</u>	\$ <u>4,000.00</u>
2	<u>Leadership-Ness Lake Retreat</u>	\$ <u>125.00</u>
3	<u>(5 students x \$40.00)</u>	\$ _____
4	<u>Planners for Students</u>	\$ <u>500.00</u>
5	<u>Bussing for field trips</u>	\$ <u>1500.00</u>
6	<u>Yearbooks</u>	\$ <u>300.00</u>
7	<u>Classroom/Library Incentives</u>	\$ <u>1,000.00</u>
8	<u>(10 x \$100)</u>	\$ _____
9	<u>Awards + Incentives</u>	\$ <u>500.00</u>
10	<u>Year end Barbeque</u>	\$ <u>200.00</u>
	Total Restricted Funds	\$ <u>8,125.00</u>

PAC Chairperson Signature: The Chair Non-Restricted Funds Available to spend \$ 3,874.48

PAC Treasurer Signature: The Treasurer 0.00 T

Date: Dec 1, 2010

6,999.48 +
5,000.00 +
4,000.00 -
125.00 -
200.00 -
500.00 -
1,500.00 -
300.00 -
1,000.00 -
500.00 -
3,874.48 T

SAMPLE

PAC Restricted Funds
(Committed Money voted on but not yet spent)

General Bank Balance for the month ending: _____ \$ _____

Gaming Bank Balance for the month ending: _____ \$ _____

The following items are restricted items as we voted to set the money aside to purchase:

1	_____	\$ _____
2	_____	\$ _____
3	_____	\$ _____
4	_____	\$ _____
5	_____	\$ _____
6	_____	\$ _____
7	_____	\$ _____
8	_____	\$ _____
9	_____	\$ _____
10	_____	\$ _____
	Total Restricted Funds	\$ _____
	Non-Restricted Funds Available to spend	\$ _____

PAC Chairperson Signature: _____

PAC Treasurer Signature: _____

Date: _____