

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 PG 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 66184241
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 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: _____