

# JOHN G. DIEFENBAKER ELEMENTARY P.A.C.

## REIMBURSEMENT VOUCHER

Reimbursements will be made only for items that have been pre-approved for purchase. All requests for reimbursements must be accompanied with supporting receipts. Please attach them to this completed form and submit to the school office. This will help the PAC Treasurer in keeping accurate account information.

Email the PAC Treasurer [diefenbakertreasurer@gmail.com](mailto:diefenbakertreasurer@gmail.com) for any questions.

Cheques or email transfers will be issued the following week.

Date of Request: \_\_\_\_\_

Requested By: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Event: \_\_\_\_\_

Items Purchased (general description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Type of Payment To Receive (Check one): \_\_\_\_\_ Cheque (no fee) \_\_\_\_\_ Email Transfer (\$1.50 charge)

Cheque Payable to: \_\_\_\_\_  
(if different from above)

Email Transfer payment for instant payment. Charge will be \$1.50 fee. Fee will be deducted from your total amount requested. (If email is different from above): \_\_\_\_\_

**Thank You For Your Cooperation.**

### FOR TREASURER USE ONLY

Date Issued: \_\_\_\_\_

Cheque #: \_\_\_\_\_ OR Email Transfer CONF#: \_\_\_\_\_

To: \_\_\_\_\_

Chq Amount \$ \_\_\_\_\_