

# 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 place this completed form and original receipts in the PAC mailbox, located in the staff lunchroom or email this completed form and photos of receipts to [diefenbakertreasurer@gmail.com](mailto:diefenbakertreasurer@gmail.com).

Questions? Please email the PAC Treasurer at [diefenbakertreasurer@gmail.com](mailto:diefenbakertreasurer@gmail.com).

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

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

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

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

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

Items Purchased (general description):

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Preferred Payment Method (Check one):      Cheque      Email Transfer

Cheque Payable to or Alternate Email Address (if different from above):

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### FOR TREASURER USE ONLY

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

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

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

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