


Person submitting the expense claim to use Excel form supplied by VP Finance and complete items in blue, submit as an Excel spreadsheet not PDF

	CALGARY ZONE-CANADIAN SKI PATROL SYSTEM		
	EXPENSE CLAIM FORM - 2018		

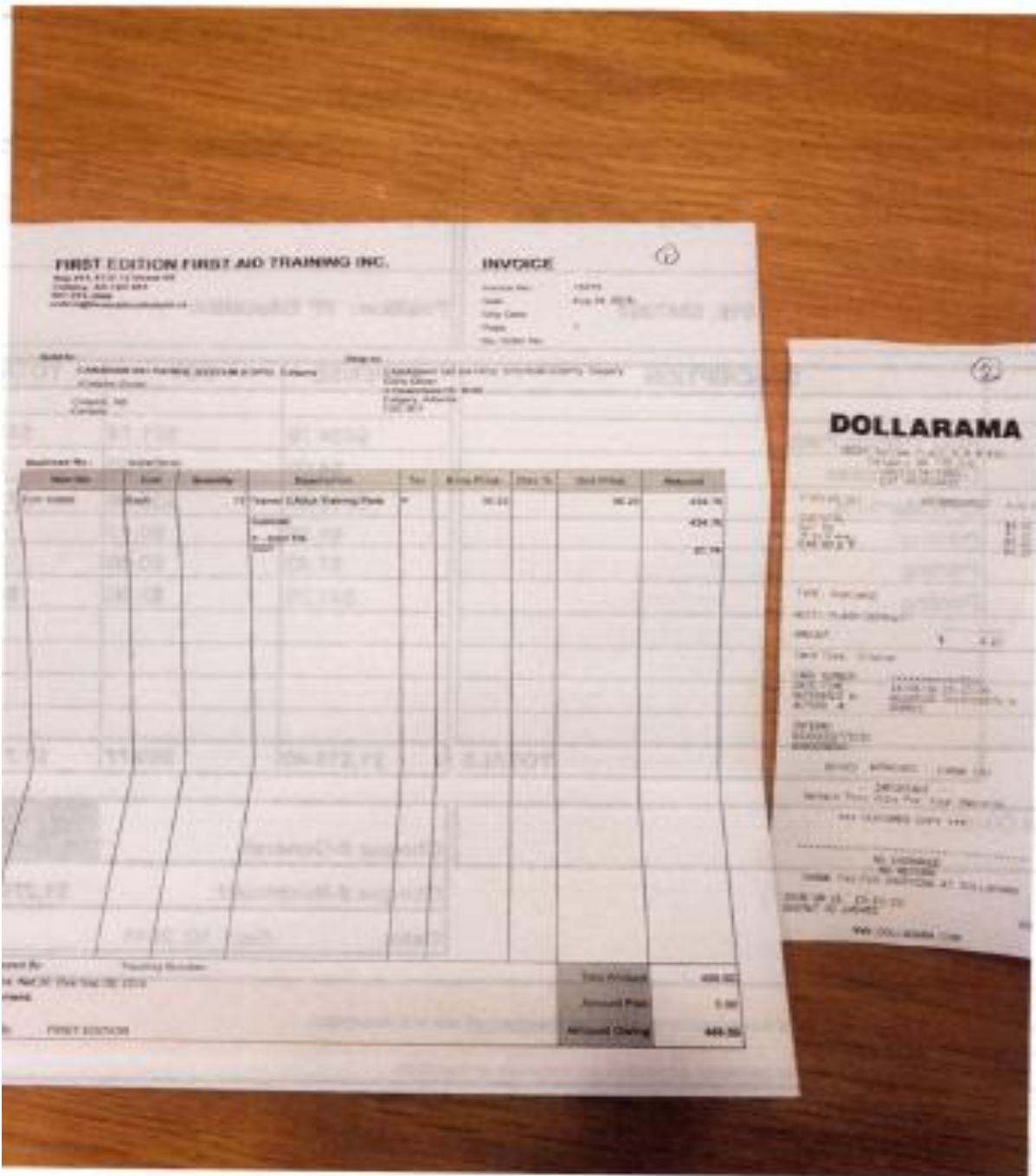
Pay to:	Anne Other	Date:	Sept. 30, 2018
Address:	12 Dreary Lane, Calgary, Ab, T2N 3X5	Requested by: Chris Oliver	
Bank Acc. #'s (from bottom of cheque or bank statement)	001, 12345, 7890123 VP Finance can fill this in if image of void cheque is supplied	Position: VP Education	

Ledger #	DESCRIPTION	EXPENSE	GST	TOTAL
Budget allocation numbers input by VP Finance	Brief description of what was purchased	Enter amounts from receipts		
7616	AED Training Pads	\$434.76	\$21.74	\$456.50
7616	CPR Manikins	\$718.89	\$35.94	\$754.83
7201	Printing	\$8.58	\$0.43	\$9.01
7201	Printing	\$7.92	\$0.40	\$8.32
7201	Printing	\$41.25	\$2.06	\$43.31
7201	Office Supplies	\$4.00	\$0.20	\$4.20
	TOTALS (check these are correct)	\$1,215.40	\$60.77	\$1,276.17

Approved By: Chris Oliver	Cheque #-General: xxxxx
VP Finance determines which bank account the payment will come from. Casino account allocation is based on AGLC rules.	Cheque #-Restricted: \$1,276.17
	Date: Sept. 30, 2018

NOTES:
 Attach originals itemized receipts. VISA/Debit Card transaction receipts by themselves are not accepted.
 For multiple receipts please number.
 Please keep your purchases separate.... do not mix personal expenses on invoices or receipts.

VP Finance adds images of receipts & invoices to the spreadsheet for review by second approving signatory and data entry by the book keeper



MedWest Inc.
 Box 414 200 - 20 Avenue SW
 Calgary, Alberta T2C 0A1
 Canada

INVOICE

3

Invoice No: 10774
 Date: 2008/05/16
 Ship Date:
 Page: 1
 No. of Items: 000

Bill To:
 Canadian Air Patrol - Calgary Area
 Chris Olson
 40 Macleod Drive SW
 Calgary, Alberta T2C 0A1

SHIP TO:

Canadian Air Patrol - Calgary Area
 Chris Olson
 40 Macleod Drive SW
 Calgary, Alberta T2C 0A1
 TEL: 403.243.4444

Business No: 85-10774

Item No.	QTY	Quantity	Description	Tax	Unit Price	Amount
1100-000-0000	1		Proton CPD Training Module 1000	0	110.00	110.00
000			MEDIA 1000 Proton Member 1000			75.00

MedWest Inc. (811) Alberta GST #R12345

Shipped By: Trucking Number

Comments: Thank you for your business

Ship To: Lane Mack

Total Amount	185.00
Amount Paid	110.00
Amount Due	75.00

STAPLES

That was easy.

STAPLES Canada
Store No. 998
720 12024 Street Trail NW
Calgary, AB T2R 0J1
(403) 230-8640

0008 98 030 17224

Receipt #: 17224
MasterCard #: 5459XXXXXXXXXX4213-02-
091019 14:08

Qty	Description	Amount
18	417634 USB B/W LTR/LGL	1.98
48	417634 USB B/W LTR/LGL	5.40
Subtotal		7.38
GST 5.00%		0.40
Total		7.78

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement.

Card present purchase
Authorization Number: 040112
0010012640 06274013
091019 14:08:08
01007 APPROVED - THANK YOU

Thank you for shopping at STAPLES!
We will not be undersold!
Visit Staples.ca
IMPORTANT
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GST No. 126152266



0460089181722430

STAPLES

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STAPLES Canada
Store No. 998
720 12024 Street Trail NW
Calgary, AB T2R 0J1
(403) 230-8640

0008 98 030 17224

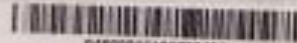
Receipt #: 17224
MasterCard #: 5459XXXXXXXXXX4213-02-
091019 14:08

Qty	Description	Amount
18	417634 USB B/W LTR/LGL	1.98
18	417634 USB B/W LTR/LGL	1.98
18	417634 USB B/W LTR/LGL	1.98
18	417634 USB B/W LTR/LGL	1.98
Subtotal		7.92
GST 5.00%		0.40
Total		8.32

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement.

Card present purchase
Authorization Number: 040112
0010012640 06274013
091019 14:08:08
01007 APPROVED - THANK YOU

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GST No. 126152266



0460089181722430

STAPLES

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STAPLES Canada
Store No: 32
3030 52nd Avenue NE
Calgary, AB T1Y 5Y7
(403) 733-6330

00000 99 000 52391

Receipt #: 52391

MasterCard #: XXXXXXXXXXXX4213 -S-

06/28/18 18:55

Qty	Description	Amount
75	417634 USB B/W LTR/LGL	8.25
75	417634 USB B/W LTR/LGL	8.25
75	417634 USB B/W LTR/LGL	8.25
75	417634 USB B/W LTR/LGL	8.25
75	417634 USB B/W LTR/LGL	8.25
SubTotal		41.25
GST 5.00%		2.06
Total		43.31

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement.

Card present purchase

Authorization Number 05587Z
0010013380 66064949
06/28/18 18:55:21
01/027 APPROVED - THANK YOU

Thank you for shopping at STAPLES!
We will not be undersold!
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GST No. 126152586



00500828185239130