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
1	TOTALS (check these are correct)	\$1,215.40	\$60.77	\$1,276.17

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

allocation is based on AGLC rules.

NOTES:

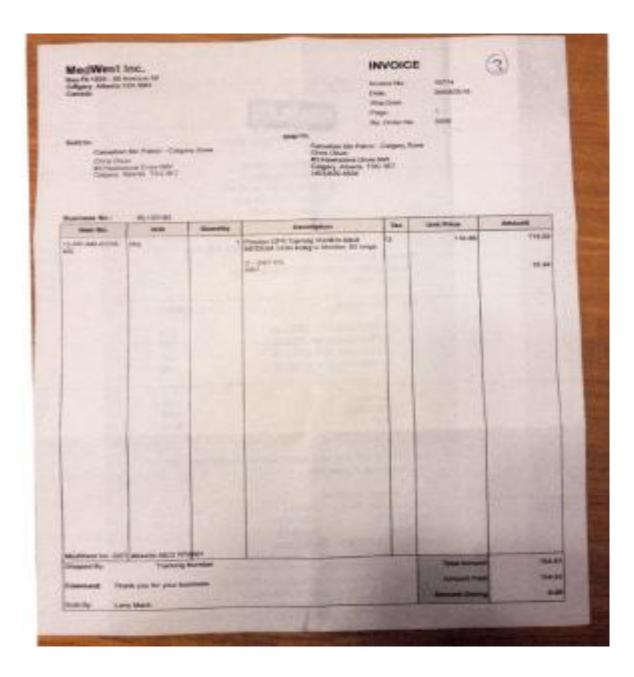
Attach originals itemized receipts. VISA/Debit Card transaction receipts by themselves are not accepted.

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

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STAPLES Consta Shore No.52 3030 32nd Avenue NE Calgary, AB T1Y5Y7 y4237 735-6230 Concernants. ******* **************

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

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