

**NON-BOARD**

(School Generated Funds)

**PETTY CASH**

**SCHOOL COUNCIL**

SCHOOL NAME:	REQUESTED BY:
<b>SPECIAL INSTRUCTIONS:</b>	

ESTIMATED COST OF PURCHASE: <b>(Please attach all appropriate documentation)</b>	\$	
PRE-APPROVAL BY PRINCIPAL/DESIGNATE/DEPT. HEAD (IF REQUIRED)		

PAYABLE TO:		
TOTAL AMOUNT OF PURCHASE (ACTUAL)	\$	
HST	\$	
WHAT WAS PURCHASED?		
REASON FOR PURCHASE?		
PEOPLE IN ATTENDANCE (WHERE APPLICABLE):		

RECOVERY FROM STUDENTS OR ACTIVITY	Yes		No		PARTIAL RECOVERY	
------------------------------------	-----	--	----	--	------------------	--

NAME OF CATEGORY/BUDGET CODE TO BE CHARGED	
PRINCIPALS' AUTHORIZATION	
DATE	
SUPERINTENDENT AUTHORIZATION (REQUIRED FOR REIMBURSEMENTS TO PRINCIPALS)	
DATE	

**FOR OFFICE USE ONLY**

DATE PAID		CHEQUE #	
SIGNATURE		COMMENT	