

School Based Expenses:

- All school based expenses must be accounted for and recorded in the school account(s).
- Receipts for expenses should be attached to this form and submitted to Administration.
- With some expenses such as travel and/or referees a receipt may not be possible. In this case the signatures of two Administrators will be required. The person presenting the claim will provide a written explanation of the expense on the form in the space provided.
- Please note the tracking of all funds and expenses is necessary for the protection of all involved and the security of school based funds.

Wanda Fougere
Principal

Dr. John Hugh Gillis Regional High School

School Based Expenses

Date: _____ Cheque #: _____
Amount: _____

Cheque Made Payable To: _____

Project Name: _____

Please Pay From: (check one) Student Council Budget () Team/Committee Acct. ()

Expense Description:

(Signature of Person Requesting Cheque)

Administration

Student Council Treasurer