

School District #22 (Vernon)
GENERAL CHEQUE REQUEST

Date _____ Payee phone number **Your Phone #** _____

Make cheque payable to: **Your Name** _____

Address: **Your Address** _____

Amount : \$ **Total COST** _____ GST claim \$ _____
(total claim)

*If more than one account to be charged - give breakdown

Account number: _____
Do NOT fill out this section

Description of expense: **Swimsuit for supporting student in Adaptive Swim Lessons**

AUTHORIZATION: Staff: **Your Signature** _____
(Staff member requesting the payment be made)

PVP / Manager: _____

Appropriate supporting documentation must be provided for the entire amount requested.

NOTES:

Have an Inclusion Specialist sign the form
Kevin Poettcker (kpoettcker@sd22.bc.ca)
Charlie Shearer
Candace Young

Attached the original receipt (not just the debit slip)
Send to Jennifer Croteau (JCroteau@sd22.bc.ca)
Any questions or problems reach out to your shop steward