



# Expense claim/cheque requisition

PACT-Ottawa  
 211 Bronson Ave Suite 307 Ottawa ON K1R 6H5  
 613-875-PACT (7228)  
 accounts@pact-ottawa.org

Date	Description	Account/project	Amount
<b>Total:</b>			

<b>Approved by:</b>	Name	Signature	Date
<b>Submitted by:</b>	Name	Signature	Date
<b>Payable to:</b>	Name	Address/delivery method	

1. Approvals should be sought before expenses are incurred, and the approver must be indicated on the claim form. Approvals may be provided by email – physical signature is not required.
  - a. Expenses chargeable to a budgeted Project (i.e. a project with a board-approved budget such as TruckSTOP, ESD2012, etc.) must be approved by the Project Officer.
  - b. Unbudgeted expenses under \$100 must be approved by a Board member.
  - c. All other expenses require approval by Board resolution.
2. Indicate the name of the Project or expense account for each line item. Leave blank if uncertain.
3. Payable to: indicate the name to whom the cheque should be made payable. Provide a complete mailing address, or specify another delivery method for the cheque. To request payment of a 3<sup>rd</sup> party invoice, indicate the 3<sup>rd</sup> party as “Payable to”, and attach the invoice.
4. Attach all receipts and invoices. Submit completed forms to the Treasurer’s mailbox in the PACT office. For electronic submission, email the completed form and scans of all receipts/invoices to accounts@pact-ottawa.org and cc to any required Approvers.

Office use:	Processed by	Chq #	Date