

## FUNDING REQUEST / REIMBURSEMENT FORM

### STEP 1: FUNDING REQUEST (To be submitted for discussion at a monthly WSA meeting)

**Budget Category:**

- |  |   |
|--|---|
| <input type="checkbox"/> Criminal Records Check      | <input type="checkbox"/> School Pride & Promotions                |
| <input type="checkbox"/> Classroom Supplies          | <input type="checkbox"/> Technology                               |
| <input type="checkbox"/> WSA Event Operating Costs   | <input type="checkbox"/> Events, Initiatives and Special Projects |
| <input type="checkbox"/> Awards, Recognition & Gifts | <input type="checkbox"/> Grade 6 Trip                             |

Amount (Incl HST): \_\_\_\_\_

Submitted By: \_\_\_\_\_  Staff/Class \_\_\_\_\_  Volunteer

Approval Date: \_\_\_\_\_ Principal Initials: \_\_\_\_\_ WSA Rep Initials: \_\_\_\_\_

<p><b>Description of Request:</b></p>
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### STEP 2: FUNDING REIMBURSEMENT (Drop in WSA Mail Box at School Office)

Payable To: \_\_\_\_\_

Email: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ WSA Signature: \_\_\_\_\_

Cheque# \_\_\_\_\_ Date Completed/Delivered: \_\_\_\_\_

**Attach Original Receipts**

(do not include other personal items on receipts)

Date of Purchase	Item	Cost	HST	Total Cost
<b>TOTALS</b>				