**Reimbursement Form**

**Prince George Ringette Association (PGRA)**

Fill out the form below. All receipts should be attached to the form and given to the treasurer or scanned and emailed to [treasurer@pgringette.ca](file:///C:\Users\envir\Downloads\treasurer@pgringette.ca).

|  |  |
| --- | --- |
| Date |  |
| Budget Category |  |
| Submitted by |  |
| Email for e-transfer |  |

Would you prefer a cheque or e-transfer? Cheque E-transfer

|  |  |  |
| --- | --- | --- |
| Description of Purchase |  | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Treasurer Use Only | | | | | |
| Chq #\_\_\_\_ E-transfer # \_\_\_\_\_\_ (Gaming or General) E-transfer # | Amount | |  | Date |  |
| Budget Category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | | |
|  | |  | | | |

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Approved by email by (circle one):

Treasurer Registrar President Vice-President Secretary