



**EXPENSE ACCOUNT**

Date: \_\_\_\_\_

Committee/Event: \_\_\_\_\_

**MAKE CHEQUE PAYABLE TO:**

Address: \_\_\_\_\_

Invoice Date	Supplier / Store	Amount without GST	GGC GST	GST	Total	Expense Category
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
<b>Grand TOTALS:</b>		\$ -	\$ -	\$ -	\$ -	

Please complete entire form and if doing by hand, ensure that all columns are totalled, incomplete forms will be returned causing a delay in repayment.

Submitted by: \_\_\_\_\_

Position: \_\_\_\_\_

*office use only:*

Approved By: \_\_\_\_\_ Code: \_\_\_\_\_ \$ \_\_\_\_\_ Code: \_\_\_\_\_ \$ \_\_\_\_\_ Code: \_\_\_\_\_ \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Cheque # \_\_\_\_\_ Date Paid \_\_\_\_\_ GST (6450) \$ \_\_\_\_\_