



SCHOOL DISTRICT #85
(Vancouver Island North)

REQUEST FOR ACCOUNTABLE ADVANCE

Date: _____ Date Required: _____

If Travel Advance: Name & Date of Event: _____

Other purpose: _____

PAYABLE TO:

Name: _____ Payroll # _____

Address: _____ Phone # _____

Town/Postal Code _____

AMOUNT \$ _____ Code: 75700

In the vent that the purpose for which this advance is made is not carried out to the satisfaction of School District #85, any amount not adequately accounted for or returned to the School District may be deducted from any monies owing to me by the School District.

Signature _____ (Applicant)

(Requested by (Principal, Manager)

Approved by (Superintendent or S/T)

To the Applicant

To clear travel advance – Submit Travel Claim – To clear other advance

Keep a copy of this request. Have Principal/Manager complete and approve this section after you have completed your undertaking and then have this sent to the Secretary Treasurer. Attach a cheque for any balance unspent.

Charge to Account: _____

Credit Accountable Advance 75700) Amount: \$ _____

Approved: _____ Date: _____

(Principal/Manager)