

# Northeastern Catholic District School Board

101 Spruce Street North  
TIMMINS ON P4N 6M9

Telephone: (705) 268-7443  
Fax: (705) 264-0333

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## PETTY CASH

SCHOOL NAME: \_\_\_\_\_

CLAIMANT: \_\_\_\_\_

DATE	DESCRIPTION	TOTAL BEFORE TAXES	PST	GST	TOTAL INVOICE	ACCOUNT NUMBER
<u>TOTAL</u>						

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

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

**NOTE: TO BE REFUNDED, ALL RECEIPTS BE ATTACHED.**

Please forward to **Account Payable at the Timmins Board Office.**