

## District Disbursement Form

Purpose: to disburse funds from the District Office for grants & donations.

Month of Disbursement	
_____-D (Year YYYY)      (Month MM)	Example: 2019.01-D for Jan 2019 Disbursement

<b>Cheque Payable To:</b>		<b>Prepared By Signature:</b>	
<b>Phone Number:</b>			
<b>Address:</b>			
<b>City:</b>		<b>Postal Code:</b>	
<b>Description of Disbursement:</b>			

G/L Code	GST	Total Amount
<b>TOTAL:</b>	\$	\$

Approved for Payment			
<b>Approval Signature:</b>		<b>Date:</b>	
<b>Title:</b>			

**Please submit with back-up single sided to:**  
 Accounts Payable, School Board Office  
 Phone: 250-505-7052 | Email: [accounts.payable@sd8.bc.ca](mailto:accounts.payable@sd8.bc.ca)