

Cheque issued (date): _____

Cheque No: _____

Expense Report: Ottawa Horticultural Society "PayMe form"

Please submit expense reports with copies of all receipts to the OHS Treasurer.
Indicate purchaser and reason for purchase on receipt copies.

Submitted by:	Date submitted:
Project/Category:	

** Please provide the total cost, the HST and the amount of (Total minus HST)

No.	ITEM	TOTAL	HST	Total minus HST
1				
2				
3				
4				
5				
6				
7				
TOTAL				

Signed for: _____

Date:

Payment received:

Fill in and give/e-mail to Treasurer and follow with receipts to obtain cheque.