



ACCESSING APPROVED ENRICHMENT FUNDING

The preferable method for spending your approved enrichment funding is as follows:

- ❖ Make your purchase(s) using your school's petty cash or MasterCard. Individual receipts processed through petty cash may not exceed \$75, taxes included.
- ❖ If the purchase exceeds \$75 and MasterCard is not accepted for payment, you may request an invoice from the vendor. Sign and code the invoice, and forward to the Budget & Accounting Department for payment.
- ❖ No matter what payment option you have chosen from those listed above, code your purchase(s) to the following account code: 207703-5189-TASK-0000-P73112, where TASK represents your 4-digit school code.

Please do not use school-raised funds for your enrichment purchase(s), as the District is unable to reimburse a bank account held at the school level.

If you have any questions, you may contact Linda Hubbard at 658-3778 or Linda.Hubbard@gnb.ca.

