

WFR GL Transaction Details

010 Public Safety and Solicitor General Client
 15779 Comp & Enforce - Interior Region Responsibility
 From: DEC-12 (Closed) To: MAR-12 (Closed)
 Run Date: 2012/04/23 Run Time: 12:19:48

GL Account	Batch Name	Description	Document Number	Effective Date	Actual Amount
010.15779.12400.6636.1500000	AT12790086	P EDWARDS PCARD JAN2012	EDWA6579JAN12	2012/01/25	140.00
Not Responsive					

WFR GL Transaction Details
010 Public Safety and Solicitor General Client
15781 Comp & Enforce - Vancouver Island Responsibility
From: DEC-12 (Closed) To: MAR-12 (Closed)
Run Date: 2012/04/23 Run Time: 12:19:48

GL Account	Batch Name	Description	Document Number	Effective Date	Actual Amount
010.15781.12400.6536.1500000	AT12790086	P EDWARDS PCARD JAN2012	EDWA6579JAN12	2012/01/25	40.00
Not Responsive					
Not Responsive					

[illegible]

Register and reload your tin card
online at www.tinhorizon.com
Mon Dec 12, 2011 11:49:59
Receipt #: 12037421

Tim Card
 Card Entry: SLIPED
 Previous Balance: CAD \$0.00
 Trans Type: Activate
 Term #: 0201
 Remaining Balance: CAD \$20.00
 Auth #: 160738
 APPROVED - THANK YOU 607380179246***

Tim Card
 Card Entry: SLEPED
 Previous Balance: CAD
 Trans. Type: Activate
 Term #: 0201
 Remaining Balance: CAD \$20.00
 AUTH # 268185
 APPROVED - THANK YOU
 607380179245***

GOODS SERVICES REC'D 12/12/11 by [Signature]
DATE (DD/M/YY) 12/12/11
DATE INVOICE RECEIVED 12/12/11
CERTIFIED THAT THE AMOUNT TO BE PAID:
• is correct
• is in accordance with appropriate statute or
other authority and/or contract and
• where applicable, that the work has been performed.
other conditions met.

SPENDING AUTHORITY SIGNATURE (PRINT NAME) *MARK BRUNER*
CODING REF. *VAR Accl* Sub. *6332* *6332* *6332*
Commitment No. _____ Supplier # _____
Postal Code _____ Invoice # Used _____

00.061 \$ - 64451
00.04 \$ - 13451

WFR GL Transaction Details
010 Public Safety and Solicitor General Client
15778 Comp & Enforce - GV/FV Region Responsibility
From: DEC-12 (Closed) To: MAR-12 (Closed)
Run Date: 2012/04/23 Run Time: 12:19:48

GL Account	Batch Name	Description	Document Number	Effective Date	Actual Amount
010.15778.12400.6537.1500000	AT12790093	SURREY STAFF - XMAS LUNCH	DERKSENPC-FEB	2012/02/17	234.60
Not Responsive Not Responsive					

WFR GL Transaction Details

010 Public Safety and Solicitor General Client
 15780 Comp & Enforce - Northern Region Responsibility
 From: DEC-12 (Closed) To: MAR-12 (Closed)
 Run Date: 2012/04/23 Run Time: 12:19:48

GL Account	Batch Name	Description	Document Number	Effective Date	Actual Amount
010.15780.12400.6537.1500000	AT12790093	NORTH STAFF - XMAS LUNCH	DERKSENPC-FEB	2012/02/17	73.56
Not Responsive					

STAFF APPRECIATION AWARD APPROVAL AND/OR REIMBURSEMENT STAFF APPRECIATION AWARDS AND/OR RECOGNITION EVENT COSTS (UNDER ANY PROGRAM)

INSTRUCTIONS:

- This form supports several functions.
- It approves Staff Appreciation Awards (SAA), including the purchase of gift certificates or merchandise awards (from the Distribution Centre Victoria or private retailers).
- It approves non-award costs related to award and/or appreciation events (e.g., non-alcohol beverages and snacks, luncheons, etc.).
- Note: Recognition events may relate to ministry-specific recognition programs, ministry receptions in support of the Long Service Awards Program, the Improvement Awards Program, etc., as well as Staff Appreciation Award situations.
- It enables the reimbursement of personal and petty cash funds when these sources have been used for SAA purchases.
- If cash awards are involved, send the approved original to Payroll Operations to action payment as "adds-to-pay".

REASON FOR RECOGNITION (see definition)

Choudhary Lunkar

2011/12/15

DATE OF ANTICIPATED AWARD OR APPRECIATION EVENT
YYYY / MM / DD

DATE APPROVAL REQUIRED BY
YYYY / MM / DD

DEFINITIONS:

Award Recipient – Employee(s) who also receive an award for a particular contribution or achievement.

Appreciation Recipient – Employee(s) who attend a pizza lunch or other celebration marking a group achievement, project milestone, etc.

• Your Ministry Recognition Contact requires a copy of this completed form and can assist you with processes involved.

• MR Contacts list is available on the internet:

www.bcpubli-service.ca/awards/mra_contacts.htm

• Customizable award certificates are available at:

www.hrtoolkit.gov.bc.ca/recognition/certificates.htm

• Staff Appreciation Awards Policy is available at: www.bcpubli-service.ca/policies/Directives/13-17/15-03StaffApprec.htm

TYPE OF EVENT (see definition) ☐ AWARD ☒ APPRECIATION ☐ BOTH		Number of employees being recognized, i.e., receiving awards or appreciation 14
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AWARD RECIPIENT(S) (see definition) – Do not list appreciation recipients (see definition). Attach list if more space is required.

EMPLOYEE NAME(S)	EMPLOYEE ID	MINISTRY/BRANCH	LOCATION	VALUE OF AWARD (MERCHANDISE OR GIFT CERTIFICATE)
RC 15778		Liquor Control	Surry	234.60
RC 15780		Liquor Control	North	73.56
TOTAL				\$308.16

AWARD COSTS	AMOUNT	RESP. CENTRE	SERVICE LINE	STOB	PROJECT NUMBER
MERCHANDISE/ GIFT CERTIFICATE	234.60	15778	12400	6536	1500000
EVENT COSTS	73.56	15780	12400	6537	1500000
TOTAL COSTS (Award and Event Costs)	308.16				

AWARDS/EVENTS and/or REIMBURSEMENT APPROVAL

Is this a request for reimbursement rather than a request for approval ahead of time?

☒ YES ☐ NO

If YES, please indicate the type of reimbursement:

☐ PERSONAL ☒ PETTY CASH

CONTACT NAME – Please type or print <i>Teresa Jenkins</i>	CONTACT PHONE NO. <i>(604) 586-2636</i>	EMPLOYEE TO BE REIMBURSED <i>Teresa Jenkins</i>	REIMBURSEMENT AMOUNT <i>\$308.16</i>
APPROVAL SIGNATURE OF EXPENSE AUTHORITY <i>[Signature]</i>		APPROVAL SIGNATURE OF EXPENSE AUTHORITY <i>[Signature]</i>	
PRINT NAME OF EXPENSE AUTHORITY <i>M J CLARK</i>		LIQUOR CONTROL & LICENSING DATE SIGNED XXXX / MM / DD <i>2012/02/14</i>	

as per Reg. Mgr. Mike Clark \$23.46 Dickens Christmas Luncheon at Northview Golf Course SURREY REG OFFICE

as per Reg. Mgr. Mike Clark \$23.46 Dickens Christmas Luncheon at Northview Golf Course SURREY REG OFFICE

Staff name

ATTENDED LUNCHEON staff signature cash received for lunch

\$23.46

\$23.46

\$23.46

\$23.46

\$23.46

\$23.46

\$23.46

\$23.46

\$23.46

\$23.46

s.22

CASH RECEIVED FOR LUNCHEON IN THEIR AREA

\$40.32

100

TERRACE

FT ST JOHN

10171

[illegible]

CONTROL 8 110

CONDENSING

FEB 16 2020

AN

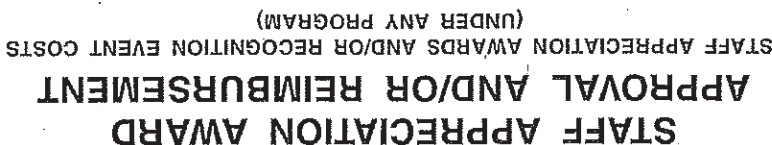
WFR GL Transaction Details

010 Public Safety and Solicitor General Client
 15775 Management Services Responsibility
 From: MAR-12 (Closed) To: MAR-12 (Closed)
 Run Date: 2012/04/27 Run Time: 14:55:23

GL Account	Batch Name	Description	Document Number	Effective Date	Actual Amount
010.15775.12400.6537.1500000	AT12790105	STAFF APPRECIATION	NORMANPCMAR2	2012/03/27	36.02

Not Responsive

Not Responsive



- This form supports several functions.
- It approves Staff Appreciation Awards (SAA), including the purchase of gift certificates or merchandise awards (from the Distribution Centre Victoria or private retailers).
- It approves non-award costs related to award and/or appreciation events (e.g., non-alcohol beverages and snacks, luncheons, etc.).
- Note:** Recognition events may relate to ministry-specific recognition programs, ministry receptions in support of the Long Service Awards Program, the Improvement Awards Program, etc., as well as Staff Appreciation Award situations. It approves reasonable costs related to employee engagement initiatives.
- It enables the reimbursement of personal and petty cash funds when these sources have been used for SAA purchases.

TYPE OF EVENT	AWARD PRESENTATION	APPROCIATION EVENT	BOTH	REASON FOR RECOGNITION (accomplishment or contribution being recognized)
	☐	☒	☐	Recognize staff for work accomplished over the past year with pizza luncheon.

Number of employees being recognized, i.e., receiving awards or appreciation

9

AWARD RECIPIENT(S) – Do not list appreciation recipients. Attach list if more space is required.

EMPLOYEE NAME(S)	EMPLOYEE ID	MINISTRY/BRANCH	LOCATION	VALUE OF AWARD (MERCHANDISE OR GIFT CERTIFICATE)
Mike Briggs				\$40.34
Rod Duncan				
Merry Mackinnon				
Richard Sawatsky				
Scott McElroy				
Karen Basarsky				
TOTAL				\$40.34

AWARD COSTS	AMOUNT	RESP. CENTRE	SERVICE LINE	STOB	PROJECT NUMBER
MERCHANDISE/ GIFT CERTIFICATE				6536	
EVENT COSTS	\$40.34 ^{5/24}	15075	12400	6537	1500000
TOTAL COSTS (Award and Event Costs)	\$40.34 ^{5/24}				

AWARDS/EVENTS and/or REIMBURSEMENT APPROVAL

Is this a request for reimbursement rather than a request for approval ahead of time?

ON ☐

If YES, please indicate the type of reimbursement:

PERSONAL

PETTY CASH	
------------	--

CONTACT NAME - Please type or print

CONTACT PHONE NO.

Scott McElroy

\$40.34

DATE SIGNED _____

YY / MM / DD

APPROVAL SIGNATURE OF EXPENSE AUTHORITY

Jan Evans

Page 11
JAG-2012-00501

~~BCPSA-16/WEB Rev. 2006/1/11~~

SHELL CANADA PRODUCTS

ON BEHALF OF
3393 DOUGLAS STREET
VICTORIA BC
V8Z 4L4
(250) 475-1143

Tax Description	Qty	Amount
COKE ZERO 2L	2	\$5.58
COPPLASTIC>1L	1	\$0.40
GEPPLASTIC>1L	1	\$0.12
Buy any Coke 2L and	1	-\$2.30

Sub Total \$3.80
 Amount HST Taxable \$3.40
 12.0% HST Tax \$0.41
 Amount HST-F Taxable \$0.00
 5.0% HST-F Tax \$0.00
Total \$4.21
 Debit: \$4.21
 Change \$0.00

00 APPROVED - THANK YOU 001

Debit
 CHECKING
 PINPAD No. 871/1351
 PURCHASE
 INV No. 0107212079
 APPROVAL No. 690320

NO SIGNATURE NEEDED

HST - Merch - BC No. 854307782R1001

Help us change the world,
 one click at a time.
www.shell.ca/fuel/lingchange

THANK YOU
 Questions? 1-800-661-1600

REG: 1 CSH:Dev11 TRAN:9401
 2011/12/23 10:22:49 ST:CO1072

IL GRECO PIZZARIO
 2900 TILlicum ROAD V9A2A5
 VICTORIA BC
 22475418

PURCHASE

12-23-2011 12:10:24
 Acct #
 Exp Date *** Card Type MC
 Name: SCOTT D MCLEROY
 A0000000041010 MasterCard

Trace # 210005
 FS2247541801
 Inv. # 7173
 Auth # 015030 RRN 001164004

Total \$36.13

(00) APPROVED-THANK YOU

Retain this copy for your records
 Customer copy

LIVRET DE VENTE		308	
RECEIVED BY		4	
TOTAL		36.13	
N° DE TAXE		10	
TAX REG. No.		9	
TVP/PST		8	
TPS/GST		7	
TYH/HST		6	
		5	
		4	
		3	
		2	
		1	
VENDU PAR		37.95	
C.R.		5.69	
FACTURE		32.26	
CHARGE		3.87	
A CREDIT		36.13	
MONTANT REMISE			
MONTANT FWD			
NOM		Scott	
ADDRESS		s.22	
DATE			

WFR GL Transaction Details

010 Public Safety and Solicitor General Client
 15774 ADM-Liquor Control & Licensing Responsibility
 From: DEC-12 (Closed) To: MAR-12 (Closed)
 Run Date: 2012/04/23 Run Time: 12:19:48

GL Account	Batch Name	Description	Document Number	Effective Date	Actual Amount
Not Responsive					
010.15774.12400.6537.1500000	AT12790088	COOKS DAY OFF	FISH6731DEC11	2012/01/30	673.00
Not Responsive					

STAFF APPRECIATION
APPROVAL AND/OR REIMBURSEMENT

INSTRUCTIONS:

- The Staff Appreciation (SA) form approves:
 - purchases of merchandise and gift certificates.
 - appreciation event expenses (e.g.: team or ministry celebrations, Long Service Awards pre-ceremony receptions, employee recognition events, etc.).
 - reasonable costs related to employee engagement initiatives.
 - reimbursement of personal and petty cash funds when these sources have been used for SA purchases.
 - Send an approved original SA form and original receipts to your branch's Accounts Payable Department.
 - Gift certificates and gift cards are considered a taxable benefit under Canada Revenue Agency policy. The employer must ensure this gift amount is recorded on the employee's T4 slip. If SA transactions include taxable items, please also provide an approved original copy of this form (without receipts) to:
- Contact Centre for Payroll
 Block E, 2261 Keating Cross Road
 Saanichton, B.C. V8M 2A5

Contact Centre for Payroll Block E, 2261 Keating Cross Road Saañichon, B.C. V8M 2A5		TYPE OF EVENT (see definition) ☐ AWARD, ☒ APPRECIATION EVENT ☐ BOTH		Number of employees being recognized, i.e., receiving awards or appreciation
DATE OF ANTICIPATED AWARD OR APPRECIATION EVENT 2011/12/13		REASON FOR RECOGNITION (accomplishment or contribution being recognized)		Staff recognition
DATE APPROVAL REQUIRED BY		yyyy / mm / dd		yyyy / mm / dd

AWARD RECIPIENT(S) (see definition) - Do not list appreciation recipients (see definition). Attach a separate list if more space is required.	EMPLOYEE NAME(S)	EMPLOYEE ID	MINISTRY/BRANCH	LOCATION	VALUE OF AWARD (MERCHANDISE OR GIFT CERTIFICATE)
	Victoria HQ LCLB (65 staff)		LCLB	Victoria	
					\$753.76
					\$753.76
					TOTAL
					\$753.76

COSTS						
NON-TAXABLE AWARD COSTS	PAYROLL CODE	TOTAL AMOUNT (INCL. HST)	RESP. CENTRE	SERVICE LINE	STOB	PROJECT NUMBER
MERCHANDISE	N/A				6536	
EVENT COSTS	N/A	\$753.76	15774	12400	6537	46000000
TOTAL NON-TAXABLE COSTS		\$753.76				
TAXABLE AWARD COSTS						
If reporting taxable award transactions, both your branch's Accounts Payable department and the Contact Centre for Payroll require signed originals of this form.						
Gift certificates, gift cards, and other near-cash awards	NNCTB				6536	
TOTAL COSTS		\$753.76				

AWARDS/EVENTS and/or REIMBURSEMENT APPROVAL Is this a request for reimbursement rather than a request for approval? ☐ YES ☒ NO If YES, please indicate the type of reimbursement.		CONTACT NAME/QUALIFIED RECEIVER Mandy Fisher (Please type or print)		CONTACT PHONE 250 952-5777		EMPLOYEE TO BE REIMBURSED		REIMBURSEMENT AMOUNT (Attach receipts)		APPROVAL SIGNATURE OF EXPENSE AUTHORITY Karen Myers		DATE SIGNED 2011/10/15	
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Book's Day Off

FINE FOODS & CATERING LTD.

1883 FORT STREET VICTORIA BC V8R 1K1
 Fax: (250) 598-3248 Tel: (250) 598-3228

email: cooksdayoff@shaw.ca www.cooksdayoff.ca
 • Perfect Weddings • Elegant Cocktail Parties • Impressive Business Functions • Extraordinary Suppers • Luncheons and Teaparties • Anniversaries, Birthdays, etc. • Country Barbecues

Customer: **MANDY FISHER** Date: **DEC. 13/11**
 Address: **LIQUOR CONTROL & LICENSING BRANCH**

Phone Bus. # _____ Home # _____

# Items	
1 x	Lrg. CHICKEN MUSH GRATIN 68.00
1 x	Lrg. CHICKEN ART. LASAGNA 70.00
1 x	Lrg. SEAFOOD LASAGNA 75.00
1 x	Lrg. VEG. TORT CASSEAROLE 59.00
30 x	CURRY MANGO PASTA 65.00
30 x	CAESAR SALAD 105.00
15 x	GREEK SALAD 52.50
1 x	Lrg. TIRAMISU 48.00
1 x	Lrg. FRUIT CRUMBLE 52.00
25 x	SAUVAGES 62.50
	Total Food 657.00
	Staff or Delivery 16.00
	SUB 673.00
	HST 80.76
	Rentals
	Service
	TOTAL 753.76

INVOICE HST# R130426554 51360

Payment due - upon receipt. Interest charged at 2% per month.

COOKS DAY OFF
 1883 FORT STREET VICTORIA BC V8R1K1
 21306797
PURCHASE
 12-13-2011
 Acct # 12-13-2011
 Exp Date 06/15
 s.17, s.22
 M
 09:16:47
 REPRINT
 Trace # 710001
 FB2130679701
 Operator 888
 CVD Resp
 RRM 001170001
 Inv. # 11910
 Auth # 121647
Total
 \$753.76