

Toronto Catholic District School Board

Parent Involvement Committee (PIC) Grant
Reporting Template

School	
Current School Allocation (LOC 333xxx)	
Amount Requested for Reimbursement	
Parent Engagement Initiative/Project(s) (PIC funds cannot be used for student activities/initiatives/materials)	
Date Requested	
Principal's Name/Signature	
CSPC Chair/Co-Chair(s) Name(s)/Signature(s)	

PIC Reimbursement Checklist

	1. Completed PIC Grant Reporting Template
	2. Completed Cheque Requisition (Principal)
	3. Original Invoices/Receipts

PIC Reimbursement Process

<ol style="list-style-type: none"> 1. Complete PIC reimbursement package is sent to manuela.sequeira@tcdsb.org 2. Once verified, request is submitted to Business Services, with a Cc to the school principal 3. Business Services will transfer the funds to the account specified on the cheque requisition 4. Principal notifies the CSPC chair/co-chairs that funds will be transferred 5. Principal to add a copy of signed completed PIC reimbursement package to the CSPC financial records
