



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/47**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
SUBJECT: M. McCaig, CAO – Purchase Card Expense

BACKGROUND

Attached are copies of Schedule "D" Entertainment Expense & Purchase Card expense for Mark McCaig, CAO in the amount of \$48.84 for Administrative Assistant Day luncheon held on April 29, 2016

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council approves the Schedule "D" Entertainment Expense & Purchase Card expense for Mark McCaig, CAO in the amount of \$48.84 as listed in this report

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the Schedule "D" Entertainment Expense & purchase card expense for Mark McCaig, CAO. in the amount of \$48.84 as listed in this report.

TOWN OF FORT FRANCES - SCHEDULE "C"
TRAVEL ADVANCE REQUEST

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance

TOWN OF FORT FRANCES - SCHEDULE "D"
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM

Name <i>Mark McCaig</i>	Date <i>May 2, 2016</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>Kathy Lawson</i>	<i>Administrative Assistant</i>
2. <i>Lisa Slomke</i>	<i>Clerk</i>
3. <i>Mark McCaig</i>	<i>CAO</i>
4.	
Purpose of Entertainment <i>Administrative Professional's Day (lunch)</i>	
Amount Claimed <i>\$48.84</i>	<i>Mark McCaig</i>
Treasurer Signature	Date

An itemized receipt must be attached to process payment

FLINT HOUSE
232 SCOTT ST
FORT FRANCES ON

CARD *****6269
CARD TYPE VISA
DATE 2016/04/29
TIME 1168 13:49:16
CLERK ID 6
RECEIPT NUMBER
C82031112-001-128-007-0

PURCHASE
AMOUNT \$40.70
TIP \$8.14
TOTAL

\$48.84

VISA CREDIT
A0000000031010
812D213D115F7892
0080008000-E800
A59AC9A4672D5EBA
0080008000-F800

APPROVED

AUTH# 016074 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

**FLINT
HOUSE**

Flint House
232 Scott St

Table #6

Trans #: 12569 Serv: COLLEEN
4/29/2016 12:48 PM # Cust:3

Quan	Descript	Cost
1	RAINY RIVER 4H	\$12.00
1	Sub Fries W/ Gravy	\$1.00
1	OPEN FOOD	\$13.00
1	CHICKEN STRIPS	\$10.00

Net Total: \$36.00
HST \$4.68

TOTAL: \$40.70
Amount Due: \$40.70
Food: \$36.00

We Now Accept Go Local!
Ask Your Server for Details!