

BBQ BREKKY

Preparation

- Preparation - at least day before
- Keep your receipts if you would like to be reimbursed using the form below

What you need to bring:

- Bread 8 loaves basic white bread toast sliced.
- Marg The canteen has little metal spreading spatulas (like a blunt cheese knife). People can spread their own. Get a 500g tub and you'll be taking some home.
- Eggs Suggest over cater with eggs, since they keep. 3 x 18-packs of small eggs and have a box or two of the brand you eat at home. Use the bulk eggs first, then the brand you eat at home. One per person.
- Bacon Either 50 short cut or 35 middle rashers
- Matches You'll need matches to light the BBQ
- Napkins 50+ large ones (people end up in a mess with the small ones)
- Utensils 2 sets of tongs and a scraper (school prefers we don't use theirs)
- Trays School has trays, but baking trays are handy. Foil on cooler and windy days.
- Gas You'll need to bring your own BBQ gas bottle or organise one.

Timing

- Arrive at 9am to get the BBQ burning by 9:15 for 10:00 church
- Start to finish cooking at 9.50
- Finish serving at 10am

Setting Up

- BBQ Get keys from Stu and collect BBQ from storage shed down past the Kindy rooms on Monterra Ave (near Aspect)
- Tables Get one table for bread, napkins and spread from the table trolley
- Safety Get someone to spot for you, watching out for little kids.

Packing Up

- Clean up BBQ (as good as or better than you found it as it belongs to the P&C and we want to be good witnesses) and return to the storage shed.
- Ensure the door is locked and keys returned to Stu



REQUEST FOR PAYMENT OF INVOICE / EXPENSE REIMBURSEMENT

an invoice to be paid for reimbursement (claimant must fill in form)

Name of person filling in form: _____ Event/Budget Code: _____

(The person appointed to this budget must consent before monies are spent)

Description of item / service and group / event cost is for: (use back if more space needed)

IF REIMBURSEMENT IS REQUIRED

DECLARATION

I have paid this invoice and request reimbursement

PLEASE SELECT PAYMENT METHOD BELOW

Cheque (up to 2 weeks processing from receipt of completed form)

Direct Deposit (first time provide account name, number and BSB on back)

BPay (first time provide biller code and reference number on back)

AMOUNT: \$ _____

SIGNATURE: _____ (of person filling in form)

SIGNATURE: _____ (of budget authority)

Where expenses exceed approved budget / authorisation limit payments must be authorised by a warden

OFFICE USE ONLY

ACCOUNT No: _____

OTHER RELEVANT INFORMATION _____

GST INFORMATION: NT Free All GST Partial GST _____ %

CHEQUE NUMBER OR

RECEIPT No. OF ELECTRONIC PAYMENT: _____

DATE: _____

Wardens / Treasurer check of authorisation, invoice present, executed payment:
(2 signatures or attach printout of electronic proof of authorisation)