



**PURCHASING CARD MISSING RECEIPT  
Certification of Unavailable Documentation**

This form must be completed for each Mount Royal University P-card transaction that is not supported by a detailed receipt from the merchant. This form must be approved by the Cardholder's Approver and enclosed within the P-card Statement & Receipt Envelope. Please refer to the P-card section MyMRU for more information.

**Cardholder Information:**

Name: \_\_\_\_\_

Faculty/Department: University Advancement

Merchant Name: Students' Association of Mount Royal University Transaction Date: April 13, 2017

Transaction Amount: 34.35

Description of Purchase:

Lunch

Introductory meeting

Reason detailed receipt/documentation is not available:

Lost

**Cardholder Missing Receipt Acknowledgement**

- The information provided is a true and accurate description of the details of the purchase.
- I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant.
- All items purchased as part of this Purchasing Card transaction were for use by Mount Royal University in my duties as a University employee.
- Original documentation is not in my possession and I will not seek reimbursement for the transaction.
- I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and/or suspension of Purchasing Card privileges.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:** I have accepted the Cardholder's explanation of the loss of receipt and/or inability to obtain a detailed receipt.

Approver Name: \_\_\_\_\_

Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This information is required to review and audit Purchasing Card Purchases. The information is collected under the Alberta Freedom of Information and Protection Act, section 33© and is protected by this Act. If you have any questions regarding the collection of information, please contact the Information Management and Privacy Advisor at 403.440.7288.

# Park Plus

April 1, 2017 - April 30, 2017

Date	Description	Parking Cost
Apr 19, 2017	Donor Meeting	\$4.50
Apr 26, 2017	Donor Meeting	\$7.50
<b>TOTAL</b>		<b>\$12.00</b>

SPOT ON KITCHEN & BAR  
2 RICHARD WAY SW  
CALGARY AB

DATE 2017/04/26  
TIME  
RECEIPT NUMBER

-----  
PURCHASE  
AMOUNT \$125.93  
TIP \$18.89  
TOTAL

**\$144.82**  
-----

THANK YOU

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



SpotON Kitchen  
and Bar  
#2 Richard Way SW  
Calgary, Alberta  
Tel: (403) 240 - 3619

Server: Date: 04/26/2017  
Table: Time: 18:17  
Client:

-----  
1 Popeye's Mistress 16.99  
1 Quebec Poutine 12.99  
1 Mount Royal Cobb 17.99  
2 El Grande Nachos 33.98  
1 Wings 2lbs 23.99  
1 Saucy Balls 13.99

-----  
SUB-TOTAL: 119.93  
: 6.00

-----  
**TOTAL : 125.93**  
=====

Thank you!  
Phone: (403) 240 - 3619

Indigo Park Lot  
Petroleum Club  
MONTHLY PARKING AVAILABLE

License Plate #:

Expiration Time and Date

**06:00 AM**

**APR 26, 2017**

Purchase Time: 04:08pm Apr 25, 2017

Total Parking: \$5.00

Total GST: \$0.25

Total Due: \$5.25

Total Paid: \$5.25

Ticket #

#:

Rate: Valid 6 AM \$5.00

Payment Type:

Thank You  
Indigo Park  
403 269 7275

The Ranchmen's Club

----- Chit Details -----

Member:

Server:

Area:

Table#:                   Covers:

Chit #:

Date: Apr 28/17           Time: 10:46pm

3 Black Tie Dinner - K	240.00
2 562 Glass Octavia Pi	21.00
Macallan 1824 Amber	12.00
Lagavulin 16 Year	12.00

-----	
Sub-Total:	285.00
Service Charge	42.75
GST	16.39

-----	
Chit Total:	\$344.14

=====

Member Charge           \$344.14-

-----

\_\_\_\_\_  
Member Number:

\_\_\_\_\_  
Signature:

----- End of Chit -----

The Ranchmen's Club

----- Chit Details -----

Member:

Server:

Area:

Table#:                   Covers:

Chit #:

Date: May 2/17            Time: 7:34pm

Wolves Lunch Buffet       22.50

Wolves Lunch Buffet       22.50

2 Cappucino                9.00

-----  
          Sub-Total:        54.00

Service Charge            8.10

GST.                       3.11

-----  
          Chit Total:       \$65.21

=====

Member Charge             \$65.21-

-----  
  
\_\_\_\_\_  
Member Number:

\_\_\_\_\_  
Signature:

----- End of Chit -----

THE *Fairmont*  
BANFF SPRINGS

405 Spray Avenue  
P.O. Box 960  
Banff, Alberta Canada T1L 1J4  
T 403 762 2211 F 403 762 5755

Room :  
Folio # :  
Cashier # :  
Page # :

Group Name National Council of Foundation Execs

Arrival : 05-03-17  
Departure : 05-06-17

INFORMATION INVOICE

Date	Description	Additional Information	Charges	Credits
05-04-17	Room Charge		219.00	
05-04-17	Tourism Improvement Fee (2%)		4.38	
05-04-17	Alberta Tourism Levy (4%)		8.94	
05-04-17	Room GST (5%)		11.17	
05-04-17	Self Parking		25.00	
05-04-17	Package Gratuity Inclusion		24.00	
05-04-17	Package GST (5%)		1.20	
05-05-17	Room Charge		219.00	
05-05-17	Tourism Improvement Fee (2%)		4.38	
05-05-17	Alberta Tourism Levy (4%)		8.94	
05-05-17	Room GST (5%)		11.17	
05-05-17	Self Parking		25.00	
05-05-17	Package Gratuity Inclusion		24.00	
05-05-17	Package GST (5%)		1.20	
05-06-17				587.38
<b>Total</b>			<b>587.38</b>	<b>587.38</b>

**Balance Due 0.00**

GST Summary

Room	22.34
F&B	0.00
Other	4.78
<b>Total</b>	<b>27.12</b>

For information or reservations, visit us at  
[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
[www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de:  
États-Unis ou Canada 1 800 441 1414

I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)  
I have accepted delivery of The Global and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)  
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

**Thank you for choosing to stay with Fairmont Hotels & Resorts**  
**Merci d'avoir choisi les Hôtels Fairmont**

May 3 – 5, 2017  
National Council of Foundation Executives Meeting

Per Diems

May 3	\$24.00
May 4	\$8.00
May 5	\$24.00
TOTAL	\$56.00

Mileage

Banff and Return (270km) \$121.50



# Account Activity Report

2017-May-1 to 2017-May-31

Date	Description	Parking Cost		
May 10, 2017	Lunch - Donor Meeting	\$5.69	Parking from 2017-05-10 01:14 pm	-
May 17, 2017	Dinner - Donor Meeting	\$4.25	Parking from 2017-05-17 06:26 pm	.
May 25, 2017	Lunch - Donor Meeting	\$3.98	Parking from 2017-05-25 12:06 pm	
May 25, 2017	Education Matters Event - Donor Cultivation	\$1.00	Parking from 2017-05-25 05:46 pm	
		<b>\$14.92</b>		

GLOBEFISH MARDIA LOOP  
2009 33 AVE SW  
CALGARY AB

DATE 2017/05/10  
TIME 0610 12:44:33  
SERVR ID  
CHECK #  
TABLE #  
RECEIPT NUMBER

-----  
PURCHASE  
AMOUNT \$32.55  
TIP \$4.88  
TOTAL  
  
**\$37.43**  
-----

Globefish Sushi & Izakaya  
1 - 2009 33rd Avenue SW  
Calgary, AB T2T 1Z5  
Phone (403)249-8865 Fax (403)249-8892  
www.globefish.ca

=====  
Date: May 10, 2017 Time: 12:43PM  
Server:  
Bill: Table :  
  
2 Tea 3.00  
2 Box Sashimi 28.00  
-----  
Subtotal 31.00  
GST 1.55  
-----  
Total 32.55

Open Time : May 10, 2017 12:07PM

THANK YOU

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

The Ranchmen's Club

----- Chit Details -----

Member:

Server:

Area:

Table#:                   Covers:

Chit #:

Date: May 11/17           Time: 1:28pm

Southwest Salad	20.00
Soup & Salad Combo	18.00
Southwest Salad	20.00
Soup & Salad Combo	18.00
Coffee - Each	2.25
Coffee - Each	2.25

Sub-Total:	80.50
Service Charge	12.08
GST	4.63

-----  
Chit Total:           \$97.21  
=====

Member Charge           \$97.21-

-----  
\_\_\_\_\_  
Member Number:

\_\_\_\_\_  
Signature:

----- End of Chit -----



**MOUNT ROYAL**  
UNIVERSITY  
1910

**PURCHASING CARD MISSING RECEIPT  
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**Cardholder Information:**

Name: \_\_\_\_\_

Faculty/Department: University Advancement

Merchant Name: MRU Events & Theatre Services Transaction Date: May 14, 2017

Transaction Amount: 44.00

Description of Purchase:  
donor hosting

Reason detailed receipt/documentation is not available:

No receipt issued

**Cardholder Missing Receipt Acknowledgement**

- The information provided is a true and accurate description of the details of the purchase.
- I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant.
- All items purchased as part of this Purchasing Card transaction were for use by Mount Royal University in my duties as a University employee.
- Original documentation is not in my possession and I will not seek reimbursement for the transaction.
- I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and/or suspension of Purchasing Card privileges.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:** I have accepted the Cardholder's explanation of the loss of receipt and/or inability to obtain a detailed receipt.

Approver Name: David Docherty

**\*DUPLICATE\***

MRU EVENTS & THEATRE  
SERVICES  
4825 MOUNT ROYAL GATE SW  
CALGARY AB

**\*DUPLICATE\***

DATE 2017/05/14  
TIME 19:00:07  
RECEIPT NUMBER

PURCHASE AMOUNT \$40.00  
TIP \$4.00  
TOTAL

**\$44.00**

THANK YOU

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**\*DUPLICATE\***

The Ranchmen's Club

----- Chit Details -----

Member:

Server:

Area:

Table#:                   Covers:

Chit #:

Date: May 15/17           Time: 2:50pm

Recip:

Southwest Salad	20.00
Grilled Chicken Kabo	20.00
Coffee - Each	2.25
Coffee - Each	2.25

Sub-Total:	44.50
Service Charge	6.68
GST-	2.56

-----  
Chit Total:           \$53.74

=====


Member Charge           \$53.74-

-----

\_\_\_\_\_  
Member Number:

\_\_\_\_\_  
Signature:

----- End of Chit -----

Event		<h1 style="text-align: center;">2017 Edelman Trust Barometer Premier Networking Event</h1> 	
Date+Time	Location	Payment Status	
Tuesday, 16 May 2017 from 4:00 PM to 6:30 PM (MDT)	Bridgette Bar 739 10 Avenue Southwest Calgary, AB T2R 0B3 Canada	Eventbrite Completed	
Order Info			
Type	Event Admission \$25.00		

**Event Information:**

Thank you for registering for the 2017 Edelman Trust Barometer networking event.

**EVENT DETAILS**

Tuesday, May 16, 2017  
4:00 p.m. – 6:30 p.m.  
Bridgette Bar (739 10 Ave SW)

Registration and cocktails at 4:00 p.m.  
Presentation begins at 4:30 p.m. sharp

**AGENDA**

4:00 p.m.      Cocktails and networking  
4:30 p.m.      Presentation  
5:00 p.m.      Group discussion  
5:10 p.m.      Panel discussion  
6:00 p.m.      Cocktails and networking

I look forward to seeing you there.

**Eventbrite**

**Do you organize events?**

Start selling in minutes with Eventbrite!  
[www.eventbrite.ca](http://www.eventbrite.ca)

The Ranchmen's Club

----- Chit Details -----

Member:

Server:

Area:

Table#:                   Covers:

Chit #:

Date: May 18/17           Time: 2:40pm

Grilled Chicken Kabo	20.00
Southwest Salad	20.00
Soup & Salad Combo	18.00
Market Fresh Berries	11.00
Coffee - Each	2.25
Latte	4.50

Sub-Total:	75.75
Service Charge	11.36
GST	4.36

-----  
Chit Total:           \$91.47

=====

Member Charge           \$91.47-

-----  
\_\_\_\_\_  
Member Number:

\_\_\_\_\_  
Signature:

----- End of Chit -----

The Ranchmen's Club

----- Chit Details -----

Member: . -  
Server:  
Area:  
Table#: Covers:  
Chit #:

Date: May 24/17 Time: 1:35pm

Soup & Salad Combo	18.00
Soup & Salad Combo	18.00
Prime Rib Burger	19.00
Soft Drink - Each	2.75
Soft Drink - Each	2.75
Coffee - Each	2.25

-----  
Sub-Total: 62.75  
Service Charge 9.41  
GST 3.61

-----  
Chit Total: \$75.77  
=====

Member Charge \$75.77-

-----

---

Member Number:

---

Signature:

----- End of Chit -----



---

## Ticket Purchase Confirmation

1 message

---

EducationMatters

Tue, Apr 25, 2017 at 1:49 PM



Calgary's | trust | for public education

## Thank you for supporting Full STEAM Ahead!

Dear

Thank you for your recent purchase of  
Regular Ticket x 2 @ \$133.00 = \$266.00  
to our **Full STEAM Ahead** fundraising event! Your tickets will arrive via mail shortly.

**5:30 - 8:00 pm**  
**Thursday, May 25, 2017**  
**CBE Education Centre**  
**1221 8 Street SW, Calgary, AB**

Thank you!

EducationMatters

THE MAURYA  
1204 KENSINGTON RD NW  
CALGARY AB

DATE 2017/05/25  
TIME 13:28:56  
CLERK ID  
RECEIPT NUMBER

PURCHASE  
AMOUNT \$29.40  
TIP \$4.41  
TOTAL

**\$33.81**

MAURYA  
FINE EAST INDIAN CUISINE  
#100 1204 KENSINGTON ROAD N.W.  
CALGARY, ALBERTA  
PHONE: 270-3133

Check: \_\_\_\_\_ Guests: \_\_\_\_\_  
Table: \_\_\_\_\_  
25-05-2017 09:42AM

2 DAILY BUFFET 28.00  
TOTAL DUE \$29.40  
SUBTOTAL 28.00  
Tax 1.40

\*\*\*\*\*  
PLEASE VISIT US AGAIN SOON!

LUNCH BUFFET TUESDAY-FRIDAY  
AND SUNDAY

"THANK YOU"  
PLEASE PAY YOUR WAIT PERSON

THANK YOU

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



GALAXIE DINER  
1413 11ST S.W.  
CALGARY, AB T2R1G7

**SALE**

05-31-2017 07:41 AM

05/31/17

08:46:11

1 FOOD/DRINK		
T1	\$16.50	
1 FOOD/DRINK		
T1	\$13.00	
1 FOOD/DRINK		
T1	\$3.25	
1 FOOD/DRINK		
T1	\$3.25	
	4 No	
TA1	\$36.00	
TX1	\$1.80	
TL	\$37.80	

<b>AMOUNT</b>	<b>\$37.80</b>
<b>TIP</b>	<b>\$5.67</b>
<b>TOTAL</b>	<b>\$43.47</b>

THANK YOU  
PLEASE COME AGAIN

CUSTOMER COPY

REDWATER ASPEN  
326 ASPEN GLEN LANDNG SW  
CALGARY AB

**REDWATER GRILLE  
ASPEN**

114 - 326 Aspen Glen Landing  
Calgary, Alberta  
Tel: (403) 261-7745

Server:                      Check:  
Table :                     Date : 6/5/2017  
Guests:                    Time : 1:06:15 PM

-----  
2 Aqua Panna                      12.00  
2 \$10 sliders                     20.00  
2 Side Greens                    7.00  
1 Cobb Salad                     14.25  
1 Add Chicken                    6.50  
3 Coffee                         9.75  
-----

SUBTOTAL:                   69.50  
GST:                         3.48  
-----

**TOTAL :       72.98**  
=====

For Reservations Please Call  
403-686-6731

Join Us For Brunch on Sundays  
10:30AM - 2:30PM  
\$20 Wine Tuesdays! Ask your server for  
more details!

DATE                    2017/06/05  
TIME                    13:12:02  
SERVR ID  
CHECK #  
TABLE #  
RECEIPT NUMBER

-----  
PURCHASE  
AMOUNT                   \$72.98  
TIP                       \$10.95  
TOTAL

**\$83.93**  
-----

THANK YOU

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



## WestJet Connect purchase confirmation

1 message

Thu, Jun 8, 2017 at 1:34 PM

### Thank you for your order.

Below you will find your order details.

Receipt

### WestJet Connect Internet

#### Purchase reference

8-JUN-17

#### Purchase details

3-hour pass	CA\$8.99
Tax	
- GST 5%	CA\$0.45
<b>Total price:</b>	<b>CA\$9.44</b>

#### Payment and contact details

Purchased on flight:

Receipt sent to:

#### Customer care

For any questions about your service or purchase, please contact us.

Phone number: 866-663-5054 (Toll Free)

Email: [customercare@panasonic.aero](mailto:customercare@panasonic.aero)

Customer care representatives will be happy to help you in English.

The purchase was made on WestJet Connect 8-JUN-17 19:30:47 UTC



Institute of Corporate Directors  
 Institut des administrateurs de sociétés

# INVOICE

2701-250 Yonge Street  
 Toronto, ON M5B 2L7

Invoice No.

Sold To: 4825 Mount Royal Gate SW  
 Calgary AB T3E 6K6

Ship To: 4825 Mount Royal Gate SW  
 Calgary AB T3E 6K6

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
		5/31/2017		Upon Receipt	5/31/2017

Qty	Description	Unit Price	Extended Price
1	Calgary Networking Reception ICD Calgary Chapter Reception  6/13/2017 - 6/13/2017 Calgary, AB  Calgary Networking Reception	60.00	60.00

Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
60.00		3.00	63.00		63.00

Total GST/HST:3.00  
 Total PST/QST:0.00  
 GST Remittance Number:  
 QST Remittance Number:

**WILD ROSE BREWERY &  
TAP ROOM**  
2-4580 Quesnay Wood Drive  
Calgary, Alberta  
Tel: (403) 720-2733

Server:                      Date: 06/14/2017  
Table:                      Time: 18:24  
                                Client:

---

1	14oz Oatmeal Stout	5.25
1	14oz Velvet Fog	5.25
1	20oz IPA	6.00
1	Pop Can	1.90
1	8" Flatbread	11.00
1	Pulled Pork Sandwhic	16.95
1	Wild Taco Salad	15.95
1	Smoked Meat Sandwich	16.95

---

SUB-TOTAL:            79.25  
GST:                    3.87

---

**TOTAL:                    83.12**

---

Take some delicious summer  
beer home with you today!  
Ask your lovely server for  
more information

www.wildrosebrewery.com  
403-720-2733

WILD ROSE BREWERY  
4580 QUESNAY WOOD DR SW,  
CALGARY            AB

DATE                    2017/06/14  
TIME                    18:26:26  
RECEIPT NUMBER

---

PURCHASE  
AMOUNT                \$83.12  
TIP                      \$12.47  
TOTAL

**\$95.59**

---

THANK YOU

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

NEED BEER TO GO  
ASK YOUR SERVER

KEEP THIS RECEIPT FOR A  
REFUND WITHIN 14 DAYS

ASK YOUR SERVER

# Park Plus Account Activity Report

2017-Jun-1 to 2017-Jun-26

Date	Description	Nickname	Parking Cost
Jun 15, 2017	5:53 PM	Public Policy Forum Dinner & Awards	\$5.00
Jun 20, 2017	1:52 PM	Development Team Building Exercise	\$3.17
			<b>\$8.17</b>



**Mileage**

To Canmore and Return  
PEC Retreat  
June 19-20, 2017 101.70

BANANA LEAF TROPICAL C  
 3330 32 ST NE  
 CALGARY, AB T1Y 6B9

Purchase

Entry Method:

06/21/17

Batch#:

12:55:26

Ref#:

Inv #:

Appr Code:

Amount: \$ 30.98  
 Tip: \$ 4.65  
 -----  
 Total: \$ 35.63

Customer Copy

Date _____				
M _____				
SOLD BY	COD	CHARGE	ON ACC'T.	ACCT. FWD. REPORTE
VENDU PAR	C.R.	DÉBITER	ACOMPTE	
1 SF L	(M)	32		12.50
2	(V)			12.50
3 ROTL				4.52
4				
5				29.50
6				1.48
7				
8				
9				30.98
10				
11				
12				
13				
14				
15				