

**SGGEE**  
**Accounting and Finance**  
**c/o 103 Lake Lucerne Close SE**  
**Calgary, Alberta CANADA**  
**T2J 3H7**

***REQUEST FOR PAYMENT OR REIMBURSEMENT US FUNDS***

***I CERTIFY THAT PAYMENT COVERS COSTS PROPERLY PAYABLE BY SGGEE***

***NAME:*** \_\_\_\_\_ ***SIGNATURE:*** \_\_\_\_\_

***DATE:*** \_\_\_\_\_

***Please prepare a cheque payable to:***

***NAME:*** \_\_\_\_\_

***ADDRESS:*** \_\_\_\_\_  
\_\_\_\_\_

***To satisfy audit requirements please attach relevant invoice(s) and provide a brief description***

<b><i>Description</i></b>	<b><i>Amount</i></b>	<b><i>Category/Classification</i></b>
_____	<b><i>\$</i></b> _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***CHEQUE AMOUNT*** ***\$*** \_\_\_\_\_

***For office use:***

***Approved by:*** \_\_\_\_\_

***Cheque no:*** \_\_\_\_\_ ***Dated:*** \_\_\_\_\_

***Mailed to:*** \_\_\_\_\_