Buy PEI Initiative
Agri-Food Market Development / Agri-Food Promotion Programs

CLAIM FORM
2015/2016

I understand that personal information on this form is collected under Section 31c of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988 c. F-15.01 as it relates directly to and is necessary for the Growing Forward 2 Program being delivered as part of the Canada-Prince Edward Island Growing Forward 2 Framework and Bilateral Agreements. It will be used for determining eligibility for program assistance and will be shared with the Canada Revenue Agency regarding the taxable benefit and Agriculture and Agri-Food Canada, regarding program management, claims, audits, and evaluations of this program.

Applicant's Full Name (Include middle name):		
Business/Farm Name (if applicable):		
Make Payment to	☐ Applicant Name	☐ Business Name
Full Mailing Address: Civic# Community Postal Code		Phone number:

If you are interest in direct deposit, please contact the Program Manager listed on this form.

Please list each expenditure (Attach Invoices and proof of payment)

Item Description	Name of Supplier	Amounts (Less GST/HST)	Office Use Only
For additional lines see next page	Total Expenditure		

Applicant's Certificate: I certify that the above amounts, supported by the attached documents, are for work performed or material purchased or leased in accordance with the terms and conditions of the Program. **Signature** **Date**	**PEI Department of Agriculture and Forestry Official:** I have reviewed the expenditures being claimed above, and they are in accordance with the terms and conditions of the Program. I recommend the claim for payment. **Signature** **Date**

Office Use Only	File #:	
Dollars Approved for Project $:	Dollars Approved for this Claim $:	
Claim # _____ of_____ __	Invoice #	Date:
Authorization	Account #	
Note: Supporting documentation is filed in the office of the Program Manager		

Please list each expenditure (Attach invoices and proof of payment)

Submit completed form to:

PEI Department of Agriculture and Forestry, PO Box 2000, 5th Floor Jones, 11 Kent Street, C1A 7N8, Charlottetown, PEI
Attn: Carolyn Wood Tel: (902) 368-4145 Fax: (902) 368-4857

Prince Edward Island
CANADA

Additional Items: Please list each expenditure (Attach invoices and proof of payment)

Item Description	Name of Supplier	Amounts (Less GST/HST)	Office Use Only