

expense | monthly tracking report

claimant | Cooper, Lori
position | Education Director
level | Director
reporting period | September 1 to October 31, 2025
date of report | Friday, December 12, 2025



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
College of Alberta School Superintendents (CASS)	09/01/2025	Annual Membership Renewal 2025-26	\$1,575.00	other disclosed	membership, due, fees
College of Alberta School Superintendents (CASS)	09/02/2025	Registration for Online CEP Course (October 8, 15 22, 29, 2025)	\$315.00	other not disclosed	PD accommodation
College of Alberta School Superintendents (CASS)	09/29/2025	Registration for Fall Conference (Nov 5-7, 2025)	\$588.00	other not disclosed	PD course or registration fee



College of
Alberta School
Superintendents

INVOICE

1300, 10665 Jasper Avenue NW
Edmonton, Alberta T5J 3S9
Canada

Invoice No.: 168258
Date: 09/01/2025
Ship Date:
Page: 1
Re: Order No. Membership 2025-2026

Sold to:
Calgary Board of Education
1221-8 Street SW
Calgary, AB T2R 0L4

Ship to:
Calgary Board of Education
1221-8 Street SW
Calgary, AB T2R 0L4

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Membership 2025-2026 Regular Members: Lori Cooper	G		1,500.00
			G - GST 5.00% GST			75.00
College of Alberta School Superintendents GST: #10696 7052 RT						
Shipped By: Tracking Number:					Total Amount	\$1,575.00
Comment: Net 30 Days /					Amount Paid	0.00
Sold By:					Amount Owing	\$1,575.00

From: admin=cass.ab.ca@mailout.cassalberta.ca <admin=cass.ab.ca@mailout.cassalberta.ca>

On Behalf Of CASSAlberta.ca

Sent: Tuesday, September 2, 2025 1:00 PM

To: Cooper, Lori M

Subject: [EXTERNAL] CASSAlberta Registration (Order #:14468)

Dear Lori Cooper,

Thank you for registering for **Online CEP Course: Changing World, Changing Needs: Engaging the Age of Disruption**

Order Summary

Order #:	14468
Transaction ID:	81193091644
Credit Card:	MasterCard
Card #:	XXXX
Authorization Code:	085205
Subtotal:	\$300.00
GST:	\$15.00 (CASS GST No. 106967052)
Amount Paid:	\$315.00
Order Timestamp:	Sep 02, 2025 (12:59:54)

Event Details

Title:	Online CEP Course: Changing World, Changing Needs: Engaging the Age of Disruption (Online Registration)
Date(s):	<ul style="list-style-type: none">• October 08, 2025• October 15, 2025• October 22, 2025• October 29, 2025
Location:	Online (Virtual)

Registrant Information

First Name:	Lori
Last Name:	Cooper
Email Address:	_____
Primary Phone:	
School Authority:	Calgary Board of Education

Jurisdiction Type:	Public School Authority
Zone:	5
Position:	Education Director
Are you a CASS Member?:	Yes
Registrant Total:	\$315.00

Order Items

Item	Cost	GST
<p><i>Individuals registered for courses are expected to commit to the entire time of the scheduled course and participate in all activities.</i></p> <ul style="list-style-type: none"> • Day 1 Oct 08, 2025 (3:30 pm-6:00 pm) • Day 2 Oct 15, 2025 (3:30 pm-6:00 pm) • Day 3 Oct 22, 2025 (3:30 pm-6:00 pm) • Day 4 Oct 29, 2025 (3:30 pm-6:00 pm) 	\$300.00	\$15.00

Cancellation Policy

Cancellation should be received in writing to admin@cass.ab.ca per the following guidelines.

If cancellation notice has been received:

- More than 14 days before - full refund
- 7-14 days - 85% refund
- Less than 7 days - 50%
- No notice - no refund

To support your learning prior to and after this learning opportunity, please visit the [CASS Resource Library](#). The resource library, designed for system leader's needs, provides searchable access to CASS resources and tools, conference presentations and supports for implementation for professional practice.

We appreciate your registration and look forward to seeing you!

Sincerely,

admin@cass.ab.ca

Website: <https://www.cass.ab.ca/>

Professional Learning and Resources: <https://cass.ab.ca/resources/>

From: Auto-Receipt <noreply@mail.authorize.net>

Sent: Monday, September 29, 2025 1:14 PM

To: Cooper, Lori M

Subject: Transaction Receipt from College of Alberta School Superintendents Society for \$588.00 (CAD)

Order Information

Description: 2025 Fall Conference

Invoice Number CASS-14726

Billing Information

Shipping Information

Total: \$588.00 (CAD)

Payment Information

Date/Time: 29-Sep-2025 12:13:33 PDT
Transaction ID: 81231484443
Payment Method: MasterCard xxxx
Transaction Type: Purchase
Auth Code: 049429

Merchant Contact Information

College of Alberta School Superintendents Society
Edmonton, AB T5J3S9
CA
laurel.knowles@cass.ab.ca