

**EMMANUEL UNITED CHURCH**  
**DETAILED REQUISITION FOR PAYMENT**  
 (use this form when you have multiple receipts)

|                 |
|-----------------|
| Bookkeeper Use: |
| NO. _____       |
| DATE _____      |
| INITIAL _____   |

Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

Name and Address of Payee \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Committee or Seg. Fund \_\_\_\_\_

Budgeted Activity \_\_\_\_\_

Property to be added to EUC inventory.

Confirmed that this requisition is for payment of goods or services received and used in carrying out the above activity and was fully provided for in the budget.

Committee Chair: Name: \_\_\_\_\_

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

| Vendor                | Subtotal                       | GST or HST or PST (Ontario)<br>(show separate amounts) | Total          |
|-----------------------|--------------------------------|--|----------------|
| <i>Eg. Loblaws</i>    | <i>140.94</i>                  | <i>21.06 HST</i>                                       | <i>162.00</i>  |
|                       |                                |  |                |
|                       |                                |  |                |
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|                       |                                |  |                |
|                       |                                |  |                |
|                       |                                |  |                |
|                       |                                |  |                |
|                       |                                |  |                |
| <b>Column Totals:</b> | Subtotal<br>of all<br>receipts | Subtotal<br>of all taxes                               | Grand<br>Total |