

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) (show separate amounts)	Total
<i>Eg. Loblaws</i>	<i>140.94</i>	<i>21.06 HST</i>	<i>162.00</i>
Column Totals:	Subtotal of all receipts	Subtotal of all taxes	Grand Total