

Deer Lake United Church
Requisition for Contractors

Form FIN002

*Thank you for providing your services to Deer Lake.
Please give us the pertinent details, so we can remunerate you quickly.*

Caretaker

Pay to: _____ Month: _____ Amount owing \$ _____

Please print clearly; this name goes on the cheque

Choir Director

Pay to: _____ Month: _____ Amount owing \$ _____

Please print clearly; this name goes on the cheque

Other Contractors

Pay to: _____

Please print clearly; this name goes on the cheque

Description: _____ Amount owing \$ _____

Dates Worked	Hours worked

Attach a separate sheet if necessary.

Completed by _____ Date submitted _____

Disposition: (circle one) Mail Hold for Pick-up

Mailing Address _____

Individuals are responsible for completing and submitting their own requisitions. Completed forms may be left with the Secretary at the Office or in the Finance file in the Library.

Cheque will normally be available 8-10 days after the Treasurer receives this form. The maximum turnaround time is 2½ weeks (excepting summer months).

Treasurer's Use Only

Cheque #	Date