

Requisition for Payment

Thank you for your work on behalf of Deer Lake.

Please give us the pertinent details and attach your receipts, so we can reimburse you quickly.

Amount owing \$ _____

Pay to: _____

Please print clearly; this name goes on the cheque

Category:

- | | |
|--|--|
| <input type="checkbox"/> Lay Education | <input type="checkbox"/> Social Events |
| <input type="checkbox"/> Sunday School | <input type="checkbox"/> Repairs & Maintenance |
| <input type="checkbox"/> Library | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Worship | <input type="checkbox"/> Office |
| <input type="checkbox"/> Pastoral Care | <input type="checkbox"/> Liturgical Arts |
| <input type="checkbox"/> Music | <input type="checkbox"/> Youth Enrichment |
| <input type="checkbox"/> Other _____ | |

Completed by _____

Date submitted _____

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

Mailing Address _____

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

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