



# Logos Baptist Church (Mississauga) Payment Requisition Form

Date (MMM/DD/YY): \_\_\_\_\_

To: Finance Department

From: \_\_\_\_\_ Department  
of the Church Council Committee

Please issue a cheque / US\$ bank draft / electronic transfer

for C\$ \_\_\_\_\_ (or specify other currency \_\_\_\_\_)

payable to \_\_\_\_\_ (print)

being \_\_\_\_\_

**GL#:** \_\_\_\_\_ as per invoice(s) / receipt(s) / other supporting

document(s) attached and send to the payee (or return to the requisitioner / authorizer)

urgently / as soon as possible / by \_\_\_\_\_ (MMM/DD/YY)

Requested/Co-signed

(where necessary) by: \_\_\_\_\_ (print name) Signature: \_\_\_\_\_

Authorized by the

Church Councillor: \_\_\_\_\_ (print name) Signature: \_\_\_\_\_

**Notes:**

- 1. Please submit by email or other electronic means the completed payment requisition form and all supporting document in one file in the PDF format. Incomplete expense request submission may delay payment process.**
- 2. If the submission request is made by Friday, the cheque payment will be ready on the following second Sunday afternoon.**
- 3. If there is any question regarding payment, please contact the Church Treasurer.**

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FOR OFFICE USE ONLY

HST #:	8% of HST Amount	5% of HST Amount

Approved by the

Finance department: Cathy Chan (Signature): \_\_\_\_\_

Cheque Date: \_\_\_\_\_ Cheque Number: \_\_\_\_\_