



Craft Contribution Payment Requisition Form

Date: _____

Cheque Payable to: _____

Address: _____

Post Code: _____ Phone: _____

Services Provided/Goods Purchased (Description is required):

Total: \$ _____

Total Payable: \$ _____

Department: 150 GL: 58010

Sub Account (if applicable) _____

Documents required with this Form;

Official Receipts

** Please Note:* Screen Shots not acceptable

Claimant Signature: _____

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FOR OFFICE USE

Department Manager Approval: _____

Director of Finance / Finance Committee / Council Approval: _____

Cheque/Direct Deposit

Cheque/EFT #: _____

Signature of Receiving Party: _____

Sample



Craft Contribution Payment Requisition Form

Date: April 01, 20224

Cheque Payable to: Lulu Lemon

Address: 123 Main Street

Tinseltown, NS

Post Code: B2B 2B2 Phone: 999-123-4567

Services Provided/Goods Purchased (Description is required):

<u>Fabricland - fabric, thread, bobbins</u>	<u>\$125.00</u>
<u>Beadworld - Beads, loom, needles</u>	<u>\$100.00</u>
<u>Leather works - leather, leather punch</u>	<u>\$110.50</u>
<u>Home Depot - Paints, brushes</u>	<u>\$45.15</u>

Total: \$ 480.65

Total Payable: \$ _____

Department: 150 GL: 58010

Sub Account (if applicable) _____

Documents required with this Form;

Official Receipts

*** Please Note:** Screen Shots not acceptable

Claimant Signature: Lulu Lemon

FOR OFFICE USE

Department Manager Approval: _____

Director of Finance / Finance Committee / Council Approval:

Cheque/Direct Deposit

Cheque/EFT #: _____

Signature of Receiving Party: _____