

Date: _____

Mission Fund Requisition

Chq.# _____

Payable to: _____

Payment delivery method: _____

Address: _____

Charge Account: _____

Tel: _____

Email: _____

Item Description & Purpose		Cost Incl. Taxes	GST
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Amount			

Requestor:

Person requesting payment (sign) _____ (print) _____

Authorizer:

I authorize this payment to be paid to or to reimburse the above payee.

I have examined the receipt(s) and confirmed the request is eligible for our church ministries. I have also ☐ made sure that all the GST amount(s) is listed.☐ made sure that all receipts are attached.

Person authorizing payment (sign) _____ (print) _____

This form must be fully completed or it will be returned to the authorizing person and payment will be delayed.

Remarks: _____

For Office Use Only:

Date of review	Treasurer Initial	Amount	50% GST
		\$	\$

Instructions for filling out Payment Requisition:

1. One payment requisition for each Charge Center.
2. Fill out the **Date, Payable to, Address** (if “Sent by Mail” option is chosen).
3. **Select Payment delivery method** by from the Drop-down selection list.
4. **Select the Charge Center** for the payment from the Drop-down list.
5. Describe the purchased items and their use.
6. Fill out the cost including taxes, and GST (5%)
7. Please provide breakdown worksheet (with cost & tax) if you sum up receipts into 1 line item.
8. Print the name of the person requesting payment.
9. Give the requisition **with all the original receipts** to your immediate ministry leader for authorization (include credit card receipt and/or bill [if foreign currency being involved] if payment is made by credit card.) – *You may want to make a copy of the requisition and the receipts so you have a record.*

Instructions for authorizing Payment Requisition:

1. Verify all purchases are legitimate for the charge centers that you responsible for.
2. Ensure the requisition is filled out properly (see guideline above).
3. Verify the cost and GST.
4. Sign and print your name.
5. Put it into Church Treasurer’s Mail box.