

# Payment Request Form

Attach all supporting documents to this form.  
Please allow **10 business days** for processing

Please  
Staple  
Here

<b>Financial Services Only</b>	Cheque Payable to: Your Oil Company				Banner ID (A#) if known	Currency (If Non - Canadian)	Attachments to be <b>mailed</b> with cheque.				
	<b>REQUIRED FIELD</b> - Department (Internal) / Mailing Address (External) PO Box 1234, Halifax, NS				Postal Code B1B 1B1			Yes	No X		
<b>In Process</b>	Invoice Date (dd-mmm-yy)	Invoice # (Maximum 15 characters) (prints on Cheque Stub)	Fund (6)	Org (4)	Account (5)	Program (4)	\$ Pre Tax Amount	\$ GST / HST (Actual)	\$ Total Amount	<b>Financial Services Only</b> Self Assess Tax Yes	
	1-Oct-07	686948	100000	4020	78470	9999	253.28	35.46	<b>288.74</b>		
<b>Complete</b>									-		
									-		
									-		
									-		
<b>Processing Date</b>									-		
									-		
									-		
<b>Totals</b>							\$ 253.28	\$ 35.46	\$ 288.74		
<b>REQUIRED FIELD</b> - Description to appear on the cheque stub ( <b>Maximum 50 Characters</b> )											
Fuel For September											
<b>For payments to individuals for services not in the nature of employment. Example: visiting lecturer, honorariums. For further clarification please call ext. 8660 or 5459.</b>											
<b>Document #</b>	Sin #		Permanent Mailing Address								
	<b>Authorization</b>				Requested by (Signature)			Date (dd-mmm-yy)			
	Requested by (Print)				Date			Date			
	Jack Jones				15-Oct-07			Date			
Authorized by (Print)				Authorized by (Signature)			Date				
<b>Financial Services Only</b>							<b>Department notes (will not appear on Cheque or in Banner)</b>				
Financial Services (Approval)						Date					