

Northeastern Catholic District School Board

101 Spruce Street North
TIMMINS ON P4N 6M9

Telephone: (705) 268 - 7443
Fax: (705) 267 - 3590

Payment Requisition

Payee: _____

Date:

Details: _____

Amount:

Account:

Requested By:

Approved For Payment:

Date of Approval:

NOTE: Please attach all invoices and/or packing slips

Please forward to **Accounts Payable at the Timmins Board Office**

Revised Jan 09 2015 - Blue