

CHEQUE REQUISITION HONOURARIUM

SUBMIT TO EEPAYABLES@SELKIRK.CA ONCE COMPLETE.

Employee Honorariums to be forwarded to
Payroll.administration@selkirk.ca

Cumulative payments exceeding \$500 in one calendar year require a SIN number on file as a tax form will be produced. To provide yours, please contact eepayables at: 250-365-1401

Payee: _____
 Address: _____

Mandatory
 Phone Number: _____
 Date of visit: _____

Contribution to Selkirk College:

EXPENSES	Dollar Amount \$

Work Order:

		-			-				
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\$ - AMOUNT: _____

Work Order:

		-			-				
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\$ - AMOUNT: _____

\$ - TOTAL: _____

PRINT NAME (REQUISITIONER)

YOUR SIGNATURE (REQUISITIONER)

DATE

PRINT NAME (APPROVING MANAGER)

APPROVING MANAGER SIGNATURE

DATE