

# Request to Invoice

This is a requisition only. **This is NOT AN INVOICE.** Please send the completed form with supporting documentation to Finance Department, Accounts Receivable.

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Attention: \_\_\_\_\_

Invoice Number: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_

250 365 1222 Finance Department  
 1 888 953 1133 selkirk.ca  
*Building Remarkable Futures.*

Description - supply all supporting documents	Amount
<input type="checkbox"/> GST <input type="checkbox"/> GST Exempt	
<b>Total</b>	

Work Order: <input type="text"/>	Account: <input type="text"/>	_____
		\$ - AMOUNT
Work Order: <input type="text"/>	Account: <input type="text"/>	_____
		\$ - AMOUNT
Work Order: <input type="text"/>	Account: <input type="text"/>	_____
		\$ - AMOUNT
Work Order: <input type="text"/>	Account: <input type="text"/>	_____
		\$ - AMOUNT

\_\_\_\_\_  
 PRINT NAME (ORIGINATOR)

\_\_\_\_\_  
 ORIGINATOR SIGNATURE

\_\_\_\_\_  
 PRINT NAME (MANAGER)

\_\_\_\_\_  
 APPROVING MANAGER SIGNATURE