

CLS PAYMENT REQUEST FORM

Original or Photocopied Receipts Must be Stapled to Back
Instructions & Processing Schedule on Reverse Side

Payment Payable to: _____

Mailing Address: _____

Select one of the following:

Direct Deposit
OR
Mail Cheque
OR
PickUp Cheque @ Reception
OR
Return Cheque To
OR
Required Immediately
Date & Time _____
Deliver to Finance & Allow Minimum 20 Minutes for Processing

For Direct Deposit Only:
Direct Deposit will take place on the 1st of the following month
 (see direct deposit processing schedule on reverse side)
 House/Daymod - payment will be deposited into House/Daymod Operating Acnt
 CLS Employees - payment will be deposited into same bank acnt as payroll cheque
 All others - banking info is required (attach a voided cheque to request form)

Date	Details/Description Type of Expenditure	Charge To Acct/Name/Dept # (Director to complete)	Receipt/Invoice Total
Total \$			

(Amount Requested)

Requested By _____ **Date** _____

Approved By _____ **Date** _____

For Finance Use Only

Vendor #

New Vendor to be added

	Distribution Account	Dept	Amount
GST 50%	1199	400	
GST 100%	1198	400	
HST 57%	1197	400	
HST 75%	1196	400	

For Filing Use Only

Employee Admin
 Employee Res
 Employee Voc
 Client
 Residences
 Vocational

Batch # Entry #

Total \$ _____

This form must be used to request reimbursement either by cheque or direct deposit and may also be used to request payment of an invoice. We would appreciate if you could provide the following when completing the form.

Payment Payable To: House Name/Employee Name/Supplier Name

Mailing Address: Complete only if Cheque is to be mailed

Select one of the following:

- Direct Deposit Check Box if Payment is to be direct deposited
- Mail Cheque Check Box if Cheque is to be mailed
- PickUp Cheque Check Box if Cheque is to be picked up at Reception
- Return Cheque To: Name of Person Who will Distribute (usually with enclosures)

Required Immediately _____ If a payment is required off processing schedule(see Below) or immediately, check the box and indicate when it is required. Please note that we require a minimum of 20 minutes to process a cheque.

Details

Date from Receipt or Date of Expenditure

Details/Description - Type of Expenditure
Example : Furniture

Charge To: Acct/Name/Dept # Example: Maintenance, Sardis, (640)
(to be completed by the Director or Office Staff)

It is important that you let us know where an expense is to be charged. On the Furniture example it could be Start-Up, or Furniture & Equipment. Please use both the Name & Dept Code of the Location.

Amounts

Transfer Total Amounts from Receipts to Receipt/Invoice Total Column & Total.

Sign, Date, Approve

Cheque Run Processing Schedule (26 Cheque Runs per Year)				Direct Deposit Processing Schedule (12 months per Year)			
** (Rec'd By date is the reception stamp received date)				** (Rec'd By date is the date it is forward to Finance)			
2011				2011			
Rec'd By	Paid On	Rec'd By	Paid On		Rec'd By	Paid On	
6-Jan	14-Jan	21-Jul	29-Jul		21-Jan	1-Feb	
20-Jan	28-Jan	4-Aug	12-Aug		18-Feb	1-Mar	
3-Feb	11-Feb	18-Aug	26-Aug		18-Mar	1-Apr	
17-Feb	25-Feb	1-Sep	9-Sep		21-Apr	1-May	
3-Mar	11-Mar	15-Sep	23-Sep		20-May	1-Jun	
17-Mar	25-Mar	29-Sep	7-Oct		17-Jun	1-Jul	
31-Mar	8-Apr	13-Oct	21-Oct		22-Jul	1-Aug	
14-Apr	21-Apr	27-Oct	4-Nov		19-Aug	1-Sep	
28-Apr	6-May	10-Nov	18-Nov		16-Sep	1-Oct	
12-May	20-May	24-Nov	2-Dec		21-Oct	1-Nov	
26-May	3-Jun	8-Dec	16-Dec		18-Nov	1-Dec	
9-Jun	17-Jun	22-Dec	30-Dec		16-Dec	1-Jan	
23-Jun	30-Jun						
7-Jul	15-Jul						

Note: If the direct deposit date falls on a weekend or on a Statutory Holiday, the money may be deposited into your bank account on the next working day.