



St. James-Assiniboia School Division
2574 Portage Avenue
Winnipeg, MB R3J 0H8
Ph.: 888-7951 Fax: 831- 0859

DPA-R-E2

LL#475657
PDF #381085

FEES FOR SERVICES – ACCOUNTS PAYABLE

NAME:

ADDRESS:

CITY/PROVINCE:

POSTAL CODE:

S.I.N.:

TELEPHONE #:

SCHOOL:

MONTH: _____

DESCRIPTION OF SERVICES	DATE WORKED	FEE
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL:	\$

Charge to G/L Account

01

Or

Charge to PO#

**Service Provider's Signature

**Supervisor Signature

BOARD OFFICE

APPROVAL

Attach invoice where available.

NOTE: Requests for payment with incomplete information will result in delayed payment. A T4A will be issued at year end for honorariums with a yearly cumulative total of more than \$500.00. No deductions will be taken however, it is considered taxable income. (Form must be completed and signed in ink.)

The personal information contained on this form is collected and protected under the authority of Canada Revenue Agency and the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used and disclosed for payroll and tax reporting purposes. If you have any questions or concerns about the collection of this information, contact the Access and Privacy Officer at the St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, telephone (204) 888-7951.