

PAYMENT REQUISITION

Date March 8/2017
 Payable To Shawn Koopman
 Mailing Address [Redacted] Campbell River BC
V9W 6A9
 Telephone [Redacted] Date Required _____
 Requested By Shawn Koopman Department Corporate Services
- Protective Services

Account Number	Cost Centre	Details	Amount
01-2-272-387		Car unlocking services on Cortes Island - Key locked in the SRD, Randy's Autobody used a wedge + coathanger to unlock the SUV - When he arrived Randy stated "pay in cash or no service"	100.00

For Finance Department Use: Vendor No. _____ Vendor HST/GST No. _____	Sub Total	100.00
	GST	
	PST	
	Total	100.00

Payment to be: Mailed Picked Up Return to Requestor Attachments / Covering Letter Required Yes No

I certify that these goods and/or services are required for the operations of the Regional District and I approve this payment.

Signature Tom Yates  Date March 8/2017
Shawn Koopman 

PAYMENT REQUISITION

Date April 18/2017

Payable To Shaun Koopman

Mailing Address [REDACTED]
V9W 6A9

Telephone [REDACTED]

Date Required no rush

Requested By Shaun Koopman

Department Corporate Services
-Protective Services

Account Number	Cost Centre	Details	Amount
01-2-272-353		Accommodation at a hostel in Victoria	152.42
01-2-272-320		for two nights in order to attend a Fire Services Administration Workshop Friday April 7-Sunday April 9 (the cashier was unable to process the SRD credit card because 'that system was down')	
01-2-272-353		Mass mail out to Cortes Island	73.91
296		to promote the ESS Team+ recruit a new ESS Director (I'd left the SRD credit card at the office)	+3.70 GST

For Finance Department Use: Vendor No. _____ Vendor HST/GST No. _____	Sub Total	226.33
	GST	3.70
	PST	
	Total	230.03

Payment to be: Mailed Picked Up Return to Requestor Attachments / Covering Letter Required Yes No

SCANNED I certify that these goods and/or services are required for the operations of the Regional District and I approve this payment.

Signature Tom Yates
Shaun Koopman

Date April 18/2017