Purchase of Service (POS) Form – TO BE COMPLETED BY YOU
This form must be submitted with all expenses. All receipts and invoices must be attached to this form. It is like a cover sheet for all of your expenses.

Only **four** items need to be completed on this form. They are: the number of receipts/invoices attached, the total amount of expenses being claimed, your signature, and the date.

**Example of POS form:**
Passport Purchase of Service Form

Family Service Toronto
498 – 700 Lawrence Ave. West., Toronto, ON. M6A 3B4
416-780-1106
www.familyservicetoronto.org/programs/passport

FAX: 416-977-6110

Client information:

Name:  
Family code:  

Payable to:

Payee name:  
Payee address:  
Payee phone number:  

REMINDERS

- Only one Purchase of Service (POS) form may be submitted each month.
- Incomplete POS forms cannot be processed and will delay payment.
- Attach official receipts / invoices for proof of payment.
- Allow 30 business days for payment from the date received in our office.

Number of receipts / invoices attached:  
Total amount of receipts / invoices: $  

Payee Signature ______________________________ Date ______________

By signing this form, I acknowledge I have not previously submitted the attached expenses.

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Expense account:</th>
<th>Total $:</th>
<th>POS Admin Initials:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Coordinator Initials:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager Initials:</td>
</tr>
</tbody>
</table>

Date Received:  