

## Honorary Claim Form

Note: All service providers (example: tutoring, lessons, guiding, lunch prep, etc.) that do not have a CRA Business Number will be issued a T4A at year end for total payments of \$500 or more in a calendar year.

**Issue District Cheque**  
Submit to: [accounts.payable@sd8.bc.ca](mailto:accounts.payable@sd8.bc.ca)

**Paid with School Trust Funds**  
Submit to: [pbush@sd8.bc.ca](mailto:pbush@sd8.bc.ca)

Month of Services	
_____-H (Year YYYY)      (Month MM)	Example: 2019.01-H for Jan 2019 Services

<b>Cheque Payable To:</b>		<b>Signature:</b>	
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Honorary Information			
Date	Reason for Honorary (Example: Elder Visit, Pottery Class)	School	Amount
			\$
			\$
			\$
<b>TOTAL:</b>			\$

Approved for Payment			
<b>G/L Code:</b>			
<b>Approval Signature:</b>		<b>Date:</b>	
<b>Title:</b>			

**Please submit to:**  
 Accounts Payable, School Board Office  
 Phone: 250-505-7052 | Email: [accounts.payable@sd8.bc.ca](mailto:accounts.payable@sd8.bc.ca)  
 Please attach a completed [A.10 New Vendor Set-up Application](#) (if not already on file)