

CHAPEL TITHES AND OFFERING FUND (CTOF) MONTHLY STATEMENT OF CONTRACT SERVICES

CONTRACT INFORMATION

1. BASE	2. CONTRACT TITLE		
3. CONTRACT NUMBER		4. CONTRACT DATE (YYYYMMDD)	5. CONTRACT EXPIRATION (YYYYMMDD)

CONTRACTOR INFORMATION

6. CONTRACTOR'S NAME (Last, First, Middle Initial)			
7. FULL MAILING ADDRESS			

CONTRACT PAYMENT INFORMATION

8. NUMBER OF SERVICES PROVIDED	9. UNIT OF SERVICE (each or month)	10. PRICE PER UNIT	11. TOTAL PAYMENT
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CONTRACTOR CERTIFICATION

I certify that this statement is an accurate description of services provided during the month of _____

12. CONTRACTOR'S SIGNATURE	13. DATE (YYYYMMDD)
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14. REMARKS/COMMENTS			
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ACCOUNT MANAGER CERTIFICATION

15. BUDGET LINE NUMBER	16. ACCOUNTING CLASS (Faith Group)	17. TOTAL AMOUNT DUE (see block 11)	
18. NAME OF CONTRACT MONITOR (Last, First, Middle Initial)	19. SIGNATURE OF CONTRACT MONITOR		20. DATE SIGNED (YYYYMMDD)
21. NAME OF ACCOUNT MANAGER (Last, First, Middle Initial)	22. SIGNATURE OF ACCOUNT MANAGER		23. DATE SIGNED (YYYYMMDD)

ACCOUNTING TECHNICIAN

24. DATE RECEIVED (YYYYMMDD)	25. DATE PROCESSED (YYYYMMDD)	26. CHECK NUMBER OR ELECTRONIC FUNDS TRANSFER (EFT)	
27. PROCESSED BY (Full Name of Accounting Technician)		28. SIGNATURE OF ACCOUNTING TECHNICIAN	

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The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).