

Request for Payment

*Place Completed Form in Treasurer Box or
E-mail requests to the Bookkeeper: Kristen.Arsenault@Comcast.net*

Date : _____
xx/xx/xx

Person Making Request: _____

Check to be made out to: _____
If different than person making request

Amount: _____

Disbursement Category:

If more than one category, please enter amount for each.

Please attach, or place in the treasurer's bin in the church office, any receipts.

| | | | |
|---------------|--|-----------|--|
| Property Team | | Office | |
| Christian Dev | | Missions | |
| Finance | | Local Aid | |
| Diaconate | | Mem. Fund | |
| Worship | | Other | |

Authorized By: _____
Appropriate Council or Team Member, or Supervisor

Remarks:

Treasurer's Use Only: Account Code # _____

Check # _____