

Staple Here

Cross Roads Brethren in Christ Church

Payment Request Form

Please staple receipts and any other documentation neatly to the back of this form.
Allow up to two weeks for processing.

Requester: _____ Date: _____
Last name, First Name

Amount of payment: \$ _____ (If more than one item, please list the detail below)

Payable to: _____
Last name, First Name

Address: _____
(if necessary) _____

<i>Special Notes</i>
<input type="checkbox"/> Add to Paycheck
<input type="checkbox"/> Paid with Church Visa Card
<input type="checkbox"/> Charged to Church Store Account
<input type="checkbox"/> Return check to Requester

Explanation of Expense: _____

Charge to: _____ - _____ Acct. Description: _____

Authorizing Signature: _____

Please refer to "Charge # and Account Description Booklet" at the Cross Roads Information Bulletin Board for the "Charge to" information.

Thank You for Completing this Form.

Additional Information

Acct.	Description	Amount	Notes/Additional Info
-	_____	\$ _____	_____
-	_____	\$ _____	_____
-	_____	\$ _____	_____
-	_____	\$ _____	_____
-	_____	\$ _____	_____
Total		\$ _____	