

Requisitions must be  
*in Finance*  
*Department by*  
**NOON** on  
**WEDNESDAY.**  
Checks are mailed on  
Friday.

# Request for Payment

Requisitions must be  
*in Finance*  
*Department by*  
**NOON** on  
**WEDNESDAY.**  
Checks are mailed on  
Friday.

**PLEASE PRINT CLEARLY!**

**UNREADABLE REQUISITIONS CANNOT BE PROCESSED.**

MAKE CHECK PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

PLEASE HIGHLIGHT THIS BOX IF YOU NEED SPECIAL HANDLING.

SPECIAL HANDLING INSTEAD OF MAILING:

**PICK UP  
SEPARATE CHECK**

*WE CANNOT CALL YOU FOR PICK UP OF CHECKS. PLEASE CALL  
THE ACCOUNTING DEPARTMENT BEFORE NOON ON FRIDAYS  
AT (404) 344-0618 X 1125.*

NAME OF MINISTRY: \_\_\_\_\_ **BUDGET NO.:** \_\_\_\_\_

YOUR MINISTRY POSITION: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

YOUR PHONE NUMBER: \_\_\_\_\_

PURCHASE ORDER NO.: \_\_\_\_\_ IS COPY OF PURCHASE ORDER ATTACHED? \_\_\_\_\_

IS INVOICE OR CASH REGISTER RECEIPT ATTACHED? \_\_\_\_\_ ITS DATE: \_\_\_\_\_

PURPOSE OF REQUEST: \_\_\_\_\_  
\_\_\_\_\_

DATE CHECK IS NEEDED: \_\_\_\_\_

Requisitions received after NOON on Wednesday are processed the following week. Checks are mailed on Friday.

MINISTRY CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

VISION AREA CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR ADMINISTRATION: \_\_\_\_\_ DATE: \_\_\_\_\_

PAID BY CHECK #: \_\_\_\_\_ DATED: \_\_\_\_\_ BY CHURCH TREASURER \_\_\_\_\_