

IMPORTANT: If you are filling this form out in your web browser, to save your entered text: select PRINT, then change your printer to "SAVE AS PDF." Your saved file can then be email for the appropriate approvals/signatures.

Pilgrim Rest Baptist Church • 5200 Pleasant Grove Rd., Lansing, MI 48911 • 517.882.8012 • 517.882.6690(fax)

PAYMENT REQUEST FORM

DATE OF REQUEST: _____ NEEDED BY: _____ Preapproved Request? Yes No

PAYABLE TO: _____ AMOUNT REQUESTED: \$ _____

Church Credit Card Used? VENDOR/STORE NAME: _____

LEAVE IN MINISTRY BOX -or- MAIL CHECK TO PAYEE INVOICE ATTACHED? Yes No

PAYMENT TYPE: Advance payment? Yes No On account? Yes No

REASON FOR REQUEST: _____ Bereavement Benevolence

	MINISTRY:
REQUESTOR (PRINT):	MINISTRY LEADER (PRINT):
REQUESTOR'S SIGNATURE:	MINISTRY LEADER'S SIGNATURE:
REQUESTOR'S CONTACT NUMBER:	MINISTRY LEADER'S CONTACT NUMBER:

USE BACK OF FORM TO FURTHER EXPLAIN NATURE OF PAYMENT REQUEST, RATIONALE, AND ETC. SUBMIT RECEIPTS WITHIN SEVEN (7) DAYS OF CHECK DISBURSEMENT.

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED: _____

PAYMENT DISBURSEMENT DATE _____

CHECK NUMBER _____

REQUEST STATUS: Approved Denied (See back for denial reason.)

DATE FORWARDED TO ACCOUNTING: _____

BUDGET COMMITTEE REPRESENTATIVE

ACCOUNTING COMMITTEE REPRESENTATIVE

RETURN TO THE GREY LOCKED BOX NEAR OFFICE DOOR

Describe the nature of your payment request, rationale, and etcetera.

1. All monetary transactions shall be documented by way of this voucher **and** pre-approved prior to making any purchase.
2. Fill out vouchers completely to prevent delays in processing your requests.
3. Provide a detailed description of the reason for the request.
4. The expenditure will be charged to the ministry requesting payment.
5. Complete a separate voucher for each ministry requesting payment.
6. All vouchers shall be submitted to the Budget Committee by Tuesday.
7. Allow at least one week for processing of vouchers.
8. If an advance of funds is requested and pre-approved to make a purchase, proof of purchase (i.e., receipts) must be provided to the Accounting Committee within seven (7) days after the transaction has been completed.

Describe reason for denial of payment request.
