

Request for Payment

Checks are generally printed once per week, with some exceptions—be sure to submit request in ample time. If you have specific time constraints, confirm with the Treasurer when it can be done.

This request must be completely filled out and signed by the authorized person for the specified budget line/designated fund. Put Request and any supporting documents into the large box labeled Finance (near the mailboxes.)

1. Please pay the amount of: \$ _____

2. To (name and address of vendor, provider, or purchaser to be reimbursed):

3. For (describe item(s) or service. Attach bills or receipts.):

4. Using funds from this Albany UU budget expense line _____

Expense line number and name

or this Albany UU Designated Fund _____

5. Authorized by (signature of committee chair) _____

Date: _____

Chair of: _____

6. Disposition of check: _____ Mail to recipient (cover letter enclosed)

_____ Put in Albany UU mailbox of _____

_____ Other: _____

For office use only: PAYMENT APPROVAL: Account # _____ Amount \$ _____

Check # _____ Date _____

Approved by: _____