

## First Unitarian Church Accounts Payable Request

From: \_\_\_\_\_

Pay To \_\_\_\_\_

Req. Date \_\_\_\_\_

Amount \_\_\_\_\_

Need by: \_\_\_\_\_

Please check:

- Please return to me
- Please mail. I have attached completed forms and/or cover letter and addressed envelope.

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for check \_\_\_\_\_

Account Description \_\_\_\_\_ Acct # if known \_\_\_\_\_

Ex. General Music, CYRE Supplies, Sr. Minister Prof Exp.

Reason or what was purchased \_\_\_\_\_

Please check:

- Receipt or supporting documentation attached
  - No support documentation available
- Staff Approval: \_\_\_\_\_

Staff members are authorized to approve most of their own requests if within their approved budget for the church year. Requests over \$2500.00 require approval of Executive Team. Requests over \$7500.00 require Board approval. Please contact Business Manager for further instructions if applicable.

Volunteers should submit requests with support documentation directly to their staff contact. Staff person should initial and forward to Business Manager for processing.