



Advent Lutheran Church

Request for Funds / Payment Authorization

Organization or Person to whom
payment should be made:
(include address if necessary)

[If Advent credit card was used, show the
information for the vendor/recipient and check
here:]

Instructions for delivery of the check:

- Put in requestor's mailbox or mail/deliver to requestor
- Use envelope payee provided (attached)
- Check is needed quickly, by _____ (date) or hand-deliver to payee on _____
- Mail to address above
- Mail to invoice address

<u>Purpose</u>	<u>Amount</u>	<u>Budget Line Item Charged</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Payment Amount: _____

Requested by: _____ Date: _____

Approvals

Ministry/Committee (if appropriate): _____ Date: _____

Finance Minister: _____ Date: _____

Treasurer's Notes: Check No. _____ Date: _____
 Credit Card Statement Date: _____

INSTRUCTIONS: The requester should initiate and sign the payment request, describing the items or services purchased or other need for a check, and forward it for approval to the minister or committee chair responsible for the budget line items. If there is none or after that officer signs, the form should be submitted to the Finance Minister.