

**KARL ROAD BAPTIST CHURCH
REQUEST FOR PAYMENT**

Requested by: _____

Date: ____/____/____

Payment Instructions:

Make check payable to: _____ Check Amount \$ _____.

Give check to: _____ or Mail check to: _____

Receipt Documentation:

Detailed listing of expenses. Include the church organization, budget category or specific activity to be charged for this payment. Sales receipts should be attached to this form.

What was purchased	Activity to be charged	Purchased Where	Receipt Amount
_____	_____	_____	\$ _____.
_____	_____	_____	\$ _____.
_____	_____	_____	\$ _____.
_____	_____	_____	\$ _____.
_____	_____	_____	\$ _____.

Treasurer's Use: Paid by Check _____ Date ____/____/____ Account Number _____