

**EMMANUEL UNITED CHURCH**  
**REQUISITION FOR PAYMENT**  
(for expenditures over the Petty Cash limit of \$25)

Bookkeeper Use:

NO. \_\_\_\_\_

DATE \_\_\_\_\_

INITIAL \_\_\_\_\_

**Amount \$** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name and Address of Payee** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Committee or Seg. Fund** \_\_\_\_\_

**Budgeted Activity** \_\_\_\_\_

☐ **Property to be added to EUC inventory.**

Confirmed that this requisition is for payment of goods or services received and used in carrying out the above activity and was fully provided for in the budget.

**Committee Chair: Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_