

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:** _____