

# St. Peter's Request for Payment

Today's date: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

What is it for? \_\_\_\_\_

Account number to be charged:

Task force responsible:  Worship  Stewardship  
 Education  Service  Fellowship  Property  
 Administration  Memorial  Other \_\_\_\_\_

Date check is needed: \_\_\_\_\_

Note: Please try to allow at least one week to prepare checks.  
Last minute check requests may result in late payments.

What happens to the check when it is ready?  
 Stamped and mailed  Placed in payee's church box  
 Give to Pastor  Other \_\_\_\_\_

Authorized by  
\_\_\_\_\_/\_\_\_\_\_  
(print) (signed)

Can be authorized by Pastor, Council member, Committee Chair,  
or Staff member

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