

PAYMENT / DEBIT REQUEST FORM

SOURCE LOGOS MANUAL
 BILL PAY DEBIT
 CHECK # _____
 FINANCE TEAM 1) _____
 FINANCE TEAM 2) _____
 DATE PAID _____ DATE TO PAY _____
 DATA ENTRY BY _____
 DATE _____

SUBMIT DATE _____
 SUBMITTED BY _____
 APPROVAL 1) _____
 over \$500 APPROVAL 2) _____
 PURCHASED FROM _____
 REASON _____

new CHECK PAYABLE TO
 address change
 Address 1 _____
 Address 2 _____
 City, State, ZipCode _____
 Email, Phone, Fax, Web Site _____

INVOICE DATE <input checked="" type="checkbox"/>	ITEM PURCHASED DETAILS <input checked="" type="checkbox"/>	DUE DATE <input checked="" type="checkbox"/>	INVOICE NBR <input checked="" type="checkbox"/>	SUPPLIER (if more than the one above) <input checked="" type="checkbox"/>	AMOUNT <input checked="" type="checkbox"/>
use another sheet for more purchase details					<input checked="" type="checkbox"/> Total

Select Applicable Payment Categories

<u>Programs</u>	<u>Amount</u>	<u>GA Mission & Benevolence</u>	<u>Amount</u>
<input type="checkbox"/> Children Ministry	5000-010-00 _____	<input type="checkbox"/> GA Mission	5400-010-00 _____
<input type="checkbox"/> Rising Disciples	5000-030-00 _____	<input type="checkbox"/> Miscellaneous Benevolence	5400-020-00 _____
<input type="checkbox"/> Youth Ministry	5000-050-00 _____	<u>Care Team</u>	
<input type="checkbox"/> Adult Ministry	5000-070-00 _____	<input type="checkbox"/> Stationary Items & Bag Items	5500-010-00 _____
<input type="checkbox"/> Music Ministry	5000-090-00 _____	<input type="checkbox"/> Postage	5500-020-00 _____
<input type="checkbox"/> Worship Ministry	5000-100-00 _____	<input type="checkbox"/> Gifts	5500-030-00 _____
<input type="checkbox"/> Faith Presbyterian Day School	5000-110-00 _____	<u>Property</u>	
<input type="checkbox"/> Advertising	5100-010-00 _____	<input type="checkbox"/> Utilities	5800-010-00 _____
<input type="checkbox"/> Promotions	5100-020-00 _____	<input type="checkbox"/> Rent Debt Service	5800-015-00 _____
<input type="checkbox"/> Vacation Bible School	5100-021-00 _____	<input type="checkbox"/> Rent	5800-020-00 _____
<input type="checkbox"/> Christmas Tyme in Aledo	5100-022-00 _____	<input type="checkbox"/> Facilities	5800-030-00 _____
<u>Hospitality / Fellowship</u>		<input type="checkbox"/> Repairs & Maintenance	5800-040-00 _____
<input type="checkbox"/> Meals & Food	5200-010-00 _____	<input type="checkbox"/> Rising Disciples	5910-610-00 _____
<u>Finance / Administration</u>		<input type="checkbox"/> Youth	5910-620-00 _____
<input type="checkbox"/> Supplies & Postage	5300-010-00 _____	<input type="checkbox"/> Troop	5910-630-00 _____
<input type="checkbox"/> Insurance	5300-030-00 _____	<u>Building Fund</u>	
<input type="checkbox"/> Membership, Dues, Security	5300-040-00 _____	<input type="checkbox"/> Architect Fees	5960-010-10 _____
<input type="checkbox"/> Finance & Membership System	5300-050-00 _____	<input type="checkbox"/> Legal Fees	5960-020-10 _____
<input type="checkbox"/> General Finance	5300-070-00 _____	<input type="checkbox"/> Interim Finance	5960-030-10 _____
<u>Communications</u>		<input type="checkbox"/> Closing Cost	5960-040-10 _____
<input type="checkbox"/> Web Support	5600-010-00 _____	<input type="checkbox"/> Construction Cost	5960-050-10 _____
		<input type="checkbox"/> Other (Explain)	_____

PAYMENTS WILL NOT BE MADE PRIOR TO RECEIVING PROPER DOCUMENTS AND SIGNATURES (See lines marked with)
 IT IS THE REQUESTOR'S RESPONSIBILITY TO OBTAIN PROPER APPROVAL SIGNATURES BEFORE PRESENTING FOR PAYMENT
 TAX IS NOT REIMBURSED SO MAKE SURE TO OBTAIN A TAX EXEMPT FORM

ATTACH Attach receipts, statements and/or invoices
 INVOICE NBR COLUMN For receipts with no receipt number, enter 'RCPT'
 For bills with no invoice number, enter 'STMT'
 For DEBIT Card receipts, enter 'DEBIT'
 For automatic charge with no receipt number, enter 'ACH'
 APPROVAL 1 / APPROVAL 2 Obtain the signature(s) of the authorized sponsor(s) - over \$500 requires APPROVAL 2
 FINANCE 1 / FINANCE 2 Obtain the signature(s) of the authorized check signers - over \$500 requires FINANCE 2
 DETAILS Select all payment categories that apply to this payment request
 and note the amount for each payment category