

UNITARIAN UNIVERSALIST CHURCH OF PALO ALTO

**REQUEST FOR PAYMENT**

TODAY'S DATE \_\_\_\_\_

AMOUNT \_\_\_\_\_

**TO WHOM PAYABLE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**CHARGE TO**

\_\_\_\_\_  
Name of Committee or Budget Line Number

**APPROVED BY**

\_\_\_\_\_  
Signature of Committee Chair or Treasurer

**ITEMS OR SERVICES COVERED**

**THIS IS AN IN KIND DONATION NOT A REQUEST FOR PAYMENT.** c  
(It will be automatically included in your year end tax letter)

**MAIL AS SOON AS POSSIBLE** \_\_\_\_\_

**LEAVE IN CHURCH OFFICE** \_\_\_\_\_

(If you do not have a folder or mailbox in the office,  
please make arrangements with RaeAnn for it's pick up)

**For Office Use:**

**BILL NO.** \_\_\_\_\_

**PLEASE STAPLE RECEIPTS AND/OR BILL TO BACK OF FORM**