

# Request for Payment

Check to be made out to:

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

For the purchase of or payment for:

From:

The regular budget  
Line item for \_\_\_\_\_

OR

Special Fund  
Name of Fund \_\_\_\_\_

Amount: \_\_\_\_\_

**Please attach receipts or bills**

Approved by: (Sign Here) \_\_\_\_\_

Date: \_\_\_\_\_

(Print Name) \_\_\_\_\_

**Committee purchases should have the signature of the chair of the committee.**