

# Payment Request

All Requests

Pending requests

Transactions

New Form

 John Doe

Date

Ministry Team Leader

Sign Here

Pastor of Department

Sign Here

Steering Committee

Sign Here

Ministry team

Sign Here

Budget Code	Purchase Date ▲	Item ◆	Detailed Purpose	Amount ◆
25113	06/21/2021	Telephone	detailed purpose	\$600
25113	06/21/2021	Telephone	detailed purpose	\$600

View receipts

Payable to

Address

Finish

Cancel

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Add Item

Budget Code	Purchase Date	Item	Detailed Purpose	Amount
25113	06/21/2021	Telephone	detailed purpose	\$600
25113	06/21/2021	Telephone	detailed purpose	\$600

Upload Receipts

Payable to

Address

Submit

# Payment Request

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 John Doe

## All Payment Requests


Request ID	Requestor^	Submitted Date^	Total Amount	Status
25113	John Doe	06/21/2021	\$5000	Submitted
25114	Emily	05/21/2021	\$10000	returned
25115	Steve	04/21/2021	\$10000	waiting for signature
25116	Young	03/21/2021	\$10000	check issued
25117	Bryan	02/21/2021	\$10000	completed

Approve

Reject

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Select a Department ▼

## Department 1

Total budget      \$50,000

Expenses            \$21,500

50%




### Transactions

Reuquest ID	Requestor Name^	Date created^	Amount	Balance^v
25113	John Doe	06/21/2021	\$5000	\$60000
25113	Emily	05/21/2021	\$10000	\$70000

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Budget Code
25113
25113

View receipts

Payable to

Address

Issue a check

Select file

Attach check

check number

Receipient

Amount

Issuing Date

issued by

Cancel

Submit

Amount
\$600
\$600

Finish

Cancel