

Payment Request

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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

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Payment Request

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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

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Address

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Payment Request

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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](#)

Payment Request

[All Requests](#)[Pending requests](#)[Transactions](#)[New Form](#) John Doe

Department 1

Total budget \$50,000

Expenses \$21,500

50%



Transactions

Request 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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Issue a check

Select file

[Attach check](#)

Amount

\$600

\$600

check number

Recipient

Amount

Issuing Date

issued by

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Budget Code
25113
25113

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Payable to

Address