

# Request for Payment

## High Street Unitarian Universalist Church

POB 4566, Macon, GA 31208  
478-741-1714 • [hsuuc@earthlink.net](mailto:hsuuc@earthlink.net)

### Instructions:

- Please print all entries in dark ink or dark pencil, attach receipts, obtain appropriate signature(s) and mail to the church address at the top or turn in to the Church Office.
- For those who wish to use it, there is a fillable PDF available so that you can enter the text on the form using your computer before printing/saving. The link to the PDF is located on the Church Office Information and Procedures webpage located at (<https://hsuuc.org/church-office-information-and-procedures/>).

Check One:     Vendor Payment     Reimbursement     Donation Credit

Specify Budget Expense Category

If Category has Line Item, please enter here

Specify Details of Expense

Payee (Please use Mailing Address)

Name

Address

City/St/Zip

Phone

Email

Amount

Date

Signatures

*Member Requesting Payment*

*Committee Chair (required for budget expenses)*

*President (for Unbudgeted expenses)*