

The First Unitarian Universalist Society of Albany  
405 Washington Avenue  
Albany, New York 12206-2699

REQUEST FOR PAYMENT

PLEASE PAY THE AMOUNT OF \$ \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_  
NAME AND ADDRESS OF VENDOR, PROVIDER OR PURCHASER TO BE REIMBURSED

FOR: \_\_\_\_\_

**DESCRIBE ITEM(S) OR SERVICE. PLEASE ATTACH RECEIPTS OR BILLS**

FROM FUUSA BUDGET APPROPRIATION FOR:

\_\_\_\_\_  
BUDGET ACCOUNT NUMBER AND/OR COMMITTEE NAME

AUTHORIZED

SIGNATURE

DATE

CHAIR OF:

COMMITTEE CHAIR'S SIGNATURE REQUIRED FOR DISBURSEMENT FROM COMMITTEE BUDGET

SPECIAL INSTRUCTIONS:

FOR STAFF USE ONLY

PAYMENT APPROVAL:

ACCOUNT # \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

CK. #

DATE:

APPROVED BY \_\_\_\_\_

*PLEASE RETURN COMPLETED FORM TO THE CHURCH OFFICE*