

Payment Request

Date: _____

*Payee: _____

Address (if new payee) _____

*Amount: _____

*Budget Line-item to withdraw from: _____

Receipt/invoice attached: Yes _____ No _____

NOTE: All requests will be paid online through automatic banking unless special instructions are given here:

*Payment requested by: _____

*Approval: _____
(chairperson of budget line-item above)

Approval date: _____

*Required for payment

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