

# Church of Saint Clare – Request for Payment

Rev. Oct 2018

*Prepare and forward to Valerie Winslow at least 1 week prior to requested payment date.  
This can also be emailed to [vwinslow@stclaresi.com](mailto:vwinslow@stclaresi.com)*

\_\_\_\_\_ **Today's Date**

<b>Make check payable to:</b>	
<b>Mailing Address:</b> <i>Please include full address information to avoid any delay in processing.</i>	
<b>Total Amount:</b>	
<b>Memo on Check:</b> <i>Please include all pertinent notes in explanation below</i>	<input type="checkbox"/> Contract/Account # _____ <input type="checkbox"/> Invoice # _____ <input type="checkbox"/> Reimbursement <input type="checkbox"/> Other: _____
<b>Final Processing:</b>	<input type="checkbox"/> Postal mail to vendor <input type="checkbox"/> Pick up box in rectory <input type="checkbox"/> Other: _____

<b>Account Distribution of Payment</b>		
<i>(Please use this space to combine multiple requests for a single vendor)</i>		
Logos Account Number	Explanation	Amount
<b>TOTAL OF PAYMENT:</b>		

**Requested by:**

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

**Rectory Use Only:**

Approved by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Check #: \_\_\_\_\_

Delivery Method: \_\_\_\_\_

Delivery Date: \_\_\_\_\_