



"YOUR COMMUNITY CHURCH"
Pine Tree Park Baptist Church
"One Body in Christ"

Request for Payment Form
Attn: Church Treasurer

Date: _____

Committee/Ministry: _____

Requested by: _____ Total Amount: \$ _____

Purpose of Expense: _____

PLEASE ATTACH ANY DOCUMENTATION (INVOICE, STATEMENT, RECEIPTS)

Committee Name: _____

Chairperson Signature: _____

Date: _____

Finance Chairperson Signature: _____

Date: _____

Treasurer Signature: _____

Date: _____

Date Paid: _____

Check#: _____

Check Amount: \$ _____

REASON DENIED

Date: _____