

APPROVAL FOR PAYMENT

Andrew Chapel United Methodist Church

office@andrewchapelumc.org (703 759-3509)

Approval of payment requires completed form below to be attached to the invoice, bill or statement. Include your contact information and attach all receipts. Submit hard copy forms and receipts to the church office. Soft copies or scanned copies can be submitted directly to the treasurer at acumc.treas@yahoo.com . A fillable PDF copy of this form is available on our website andrewchapelumc.org for you convenience.

Date: _____

Amount: _____

Payee: _____

You Name/ Contact info: _____

Responsible Committee: _____

Approved By: _____

Please indicate Fund Account or Budget Line Item: _____

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