

**Mount Vernon Unitarian Church  
1909 Windmill Lane  
Alexandria, VA 22307**

**Request for Payment**

Instructions: Fill in account number, description and amount. If a bill is to be charged to more than one budget line item you must enter each line item separately. The total should equal the full amount of the check request. Attach any supporting documents (e.g. receipts) and submit to the Church Administrator. If you are not the budget holder (committee chair, staff head), submit the form to that person, who will approve it and forward to the administrator

Account	Description	Amount
Total		

Name and address \_\_\_\_\_  
\_\_\_\_\_

Approval of person responsible for the account to be charged:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date