



# United Methodist Church (UK)

Charity Number 1094560P

Ethel Road, Evington, Leicester, LE5 5ND. Tel: 0116 2101790

## PAYMENT REQUISITION FORM

STATION: \_\_\_\_\_

DATE: \_\_\_\_\_

Details	Allocation	Amount(£)
Total Amount requested		

AMOUNT: (in words) \_\_\_\_\_

PAYEE: (i.e. *Chq to be issued to*) \_\_\_\_\_

I, certify that this request is accurate and incurred in connection with the business of the United Methodist Church.

Signed: \_\_\_\_\_.

### APPROVED:

CHAIRPERSON: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

VICE CHAIRPERSON: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### AUTHORISED:

FINANCE CHAIRPERSON: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CHEQUE/EP REFERENCE: \_\_\_\_\_ DATE: \_\_\_\_\_.

**NB: Please provide invoices or receipts to support this expenditure\***