

**PAULSGROVE BAPTIST CHURCH
PAYMENT REQUEST**

Date of Request :

Payee:

Purpose of Payment:

Invoices must be attached

Amount:

Account Code:

Authorised by:

Budget holder

Treasurer

Payees Bank Details:

Bank Name

Branch

Sort Code

Account Number

Account Name

Not required if Payee has previously been paid by Bank transfer and we already hold their details unless these have changed.

To be completed by Treasurer -

Date of Payment:

CAF Reference or Cheque Number:

NOTE

Our preferred method of payment is by direct bank transfer and cheques will only be issued in exceptional circumstances.