

**CHAPEL BY THE SEA  
Request for Payment**

Date \_\_\_\_\_

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Charge to Account #: \_\_\_\_\_

Or, the account description \_\_\_\_\_

Purpose: \_\_\_\_\_

Check Needed By (date) \_\_\_\_\_

Check to be mailed: Y or N \_\_\_\_\_

Check attachment: Y or N \_\_\_\_\_

Check to be returned to the requestor: Y or N \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_