

# PAYMENT REQUEST

## Form

The People's Community Baptist Church  
 31 Norwood Road · Silver Spring, Maryland 20905  
 301-384-2601 · (F) 301-989-2242 · www.tpcbc.org  
 Dr. Haywood A. Robinson, III Pastor

Date	Ministry
Reason for Payment Request	
Date Check is Needed	<b>Submit Request to Church Administrator at least <u>10 days</u> before check is required.</b>

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TOTAL Requested		

Requestor's Signature	Date
Phone Number	
_____ - _____ - _____ (Day)	_____ - _____ - _____ (Evening)
E-mail Address	
Ministry Director / Authorized Designee	Church Administrator

<b>MAKE CHECK PAYABLE TO:</b>		
Name	Check Status	
	<input type="checkbox"/> Hold	<input type="checkbox"/> Mail
Address		
City	State	Zip

COMMENTS:	FOR ACCOUNTING USE ONLY: LESS THAN \$600 ( ) W9 ( ) FOR ACCOUNTING USE ONLY: DEBIT CARD ONLINE ( ) PHONE ( )