



WESTSIDE BAPTIST CHURCH

Please allow 7 to 10 business days for processing.

Disbursement Requisition

Make Check Payable to: _____

Address: _____

Tax ID#/Social Security: _____
(W9 must attached for all speakers)

Date Submitted: _____

Submitted by: _____

Department: _____ Account # _____

Amount: \$ _____

For: _____

Department Head Approval: _____

Finance Department Approval _____

Date Paid _____

Received By _____

***Any and all disbursements are subject to department head and finance approval. All expenditures over \$25.00 must be pre-approved.**

******INCOMPLETE FORMS WILL NOT BE PROCESSED.**

ALL PAYMENTS WILL BE MAILED UNLESS PRIOR APPROVAL IS GIVEN.