

PAYMENT REQUEST/DEBIT CARD AUTHORIZATION FORM



FOR ACCOUNTING USE ONLY	
Date Paid:	
Debit or Check #:	
Amount:	
1099-MISC Required?	
Check Signer #1:	
Check Signer #2:	

INSTRUCTIONS

- ☺ Complete one form for each individual/vendor to be paid.
- ☺ Purchases must be made using Texas Sales Tax Exemption certificate.
- ☺ Sales tax cannot be reimbursed.
- ☺ Debit card can be used for *all* on-line payments, and purchases up to \$500.

20172018 Treasurers:
 Treasurer: Laura Hart 281.744.7400 LHartHome@gmail.com
 2nd Treasurer: Cheryl Nattier 713.397.9797 cnattier@yahoo.com

Purchase Date	Purchase Description	Purpose	Budget Area	Amount
				\$
				\$
				\$
				\$
			TOTAL PAYMENT	\$

Items Required to Process Payment	
<input type="checkbox"/> Original invoices/receipts (required) <input type="checkbox"/> IRS W-9 (for individuals providing a service)	Payable To: _____ Mail/Deliver Payment To: _____ _____

Payment Request Submitted By:

FCBB Treasurer Approval to Pay:

Submitted Date:

Date of FCBB Treasurer Approval to Pay:

Please allow 7-10 business days for payment processing
 Allow an additional 2 weeks if special approval required

- Pre-Authorized by -**
- Within Budget
 - Exec Board <= \$500
 - Vote of Members > \$500

*****KEEP A COPY OF THIS FORM SUPPORTING DOCUMENTATION FOR YOUR RECORDS*****