

**Unitarian Universalist Congregation of Saratoga Springs**  
624 N. Broadway  
Saratoga Springs, NY 12866  
(518) 584-1555

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**Check and Payment Requests: Instructions and Form**

The following information is necessary for check requests or to process payments on expenditures:

- Name of person requesting the check or payment (your name)
- Name and address of payee (person, organization, or business to be paid)
- Dollar amount
- Invoice (if one exists)
- Budget category (line item) to charge the expense to (see Revenue/Expense Detail for categories)
- Date check is needed by or when payment is due

Please try to allow 7 days for the check to be ready or the payment to be made.

Place the information in the Treasurer's box at UUCSS office. It's always a good idea to send me an email or give me a phone call to let me know that you placed the information in my box.

Rachel McCracken, Treasurer  
Phone: (518) 538-6429  
Email: [rachel.rebecca.mccracken@gmail.com](mailto:rachel.rebecca.mccracken@gmail.com)

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Person Requesting Check \_\_\_\_\_

Payee Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount to be Paid \_\_\_\_\_ Budget Category \_\_\_\_\_

Date Check Is Needed/Payment Due \_\_\_\_\_

*If you have an invoice, please attach it to this form.*