Union Missionary Baptist Church
500 S. Martin Luther King, Jr. Blvd.
Lansing, MI 48915
(517) 485-7705

Disbursement Request Form

Date				Cost Center		
Ministry						
Person Requesting				Signature		
Ministry Leader				Signature		
Purpose						
Budget Cost Center to be Charged	Amount of Request:		$			
	#		$			
	#		$			
	#		$			
	Total Charges:		$			
Check Payable To						
Send Check To	Name					
	Address					
	City		State		Zip	

Please insure that a written quote, contract or invoice is attached to this request.

All requests for disbursement must be submitted to the Business Office by Friday for distribution of checks the following Friday.