



FELLOWSHIP

PAYMENT REQUEST

REQUEST DETAILS

Request date		Payment needed by	
Requested by		Purchase amount	
Vendor / payee		Payee / Vendor email	
Purpose / business reason 			

Remittance address (required for a new vendor, individual, or Sage-mailed check)

SAGE CODING

Account code		Ministry area		Project code	
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PAYMENT METHOD Select one

- | | | |
|---|---|--|
| ☐ ACH through Ramp | ☐ Mail check through Ramp | ☐ Wire through Ramp |
| ☐ Sage check - hand to someone | ☐ Sage check - urgent mail | |

Give Sage check to

APPROVAL

Over \$500	Ministry Area Leader	
Over \$5,000	Pastor of Business	
or	Lead Pastor	