

# First Unitarian Church of Orlando

1901 East Robinson Street, Orlando, FL 32803; 407-898-3621

The following items or services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

will be/were supplied by: \_\_\_\_\_

\_\_\_\_\_

For an amount not to exceed: \$\_\_\_\_\_ To be completed by: \_\_\_\_\_

<b>Authorized by Account Contact</b>	<b><i>Second Authorization required if over \$500</i></b>
Print name:	Print name:
Signature:	Signature:

## Payment/Transfer Authorization

Pay or Transfer to: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact: \_\_\_\_\_

The amount of: \$\_\_\_\_\_ for the items/services described above.

Charge to: \_\_\_\_\_

*Name of Committee, Team, or Separate Account*

*For transfers from one account to another, the Account Contact for the account receiving the charge must sign in this section:*

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Attach evidence of payment or invoice.***