

CHECK REQUEST FORM		
Person Requesting Check:	Date:	
Payable to:	Amount:	
Address:		
City:	State:	Zip:
Items Needed/Purchased:		
Invoice # (if appropriate):		
Purpose:		
Date Needed:	Mail check? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Requestor:		
Committee:	Account #	
Committee Chair Approval:		

(Cut along dotted line)

Guidelines for Using Check Request Form

This form should be used for any check request to document payment of bills or invoices, as well as reimbursement to individuals.

Procedure:

- Obtain approval of committee chairperson prior to spending personal money for reimbursement.
- Copies of the church tax exempt card can be obtained from the office.
- Complete form, clearly writing item and purpose for which check is requested and obtaining proper signatures and account numbers.
- Attach invoice or receipts.
- Leave form in box on financial manager's desk ("bills to be paid").