

Check Request Form for FUMC-Graham

Date: _____

Budget Area: _____

Name: _____

Make check payable to: _____

Date	Description of Expenses (attach receipts and/or invoices)	Budget account #	Receipt attached	Amount
Total expenses --->				

Comments:

Staff or Committee Chair approving expense (please print legibly): _____

Staff or Committee Chair approving expense (signature): _____

Date approved by Staff or Committee Chair: _____

Policy: To ensure appropriate approval, efficient processing and record keeping, certain check requests (Note 1) and expense reimbursements will be prepared on a written Check Request Form.

Purpose 1: To request a check to pay a vendor whose invoice is not supported by either a Purchase Order or is not a recurring expense (Note 1).

Check Request Origination: Whenever a vendor requires reimbursement and the expense is not supported by either a Purchase Order or is not recognized as recurring, the Check Request Form should be completed by the purchaser with all pertinent information and required approval.

Purpose 2: To request a check to reimburse a church member.

Check Request Origination: Whenever a church member requires reimbursement for spending their own money on church-related expenses, the Check Request Form should be completed by the church member with all pertinent information and required approval.

Submitting for Payment: The completed Check Request Form and its pertinent attachments (receipts/invoices) are then forwarded to either the Administrative Assistant's Office or the Financial Secretary's Office for processing.

Note 1: Recurring expenses (i.e. payroll, utilities) approved by annual budget or BOD and purchases supported by a Purchase Order do not require a Check Request Form.

Office Use Only

Date Paid: _____ Check Number: _____

Notes: