

## Check Request Form

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

Date Paid: \_\_\_\_\_ Ck#: \_\_\_\_\_

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

<b>Payee Information</b>	Name to appear on check:		Soc. Sec. #/Ind. Taxpayer ID.	
	Address 1			
	Address 2			
	City	State	Zip	

Is the Payee or Beneficiary a U.S. Citizen or Permanent Resident Alien?  YES  NO

Payee Signature: \_\_\_\_\_

<b>Justification &amp; Delivery</b>	Reason for Expense			
	Check Disbursement Instructions			
	<input type="checkbox"/> US MAIL <input type="checkbox"/> PICK UP <input type="checkbox"/> MAIL WITH ENCLOSURES			

### FUNDING SOURCE/ACCOUNT TO BE CHARGED & AMOUNT

ACCT #	AMOUNT	ACCT #	AMOUNT	ACCT #	AMOUNT
6202 WIC		6801 Telephone		6703 Pastor Ins.	
6203 MIA		6802 Utilities		6704 Pastor Ret.	
6302 Family Ministry		6803 Office Supplies		6722 Pastor Exp.	
6303 Refreshments		6804 Copies & Printing		6733 Staff Ins.	
6402 VBS		6805 Postage Expense		6741 Pianists	
6404 Children's Ministries		6806 Computer S & R		Other	
6406 ESL		6807 Copier Lease & Repair			
6407 Outreach		6812 Auto Maintenance			
6501 Adult Ed		6813 Bldg. Maintenance			
6502 Young Adult Ed		6814 Furn.Fix & Equip.			
6503 Children's Ed		6819 Miscellaneous			
6504 Nursery Ed		6111 Honorariums			
6505 Library		6122 Sheet Music			
6506 Youth Ministry		6123 Piano Tuning			
6507 Youth Missions Trips		6124 Av Equip. & Supplies			
6410 Advertising		6125 Flowers			

Total Due: \$ \_\_\_\_\_

#### PROCEDURE TO COMPLETE A CHECK REQUEST FORM

##### SECTION #1: PAYEE INFORMATION

Enter all payee information exactly as it is to appear on the check including a complete mailing address

1. Individuals must provide a social security or taxpayer I.D. number
2. An unincorporated entity ( a business that is not incorporated) must provide a federal I.D. number
3. If the payee is an individual, indicate citizenship status

##### SECTION #2: JUSTIFICATION AND DELIVERY

Enter the reason for the expenditure, referring to the appropriate budget account number to be charged listed below with the amount.

1. Select the appropriate box for delivery.

##### SECTION #3: FUNDING SOURCE

1. Select the appropriate funding source and amount to be paid.