

# CHECK REQUEST / PAYMENT FORM



**Instructions:** Use this form to provide check payment information for authorized events, speakers, facility purchases and reimbursements. This form must be completed in full by a Ministry Chairperson, Director or Administrative Assistant before forwarding to the office or it will be returned. The check request should be submitted at least two weeks before the check is needed. Expedited checks will be considered on a case by case basis. The Pastor approves and officially invites all guest speakers. Check requests for honorariums and musicians are to be completed by Church Administrator or Pastor. The Church Secretary will prepare all letters for guest churches and speakers. Please keep receipt copies and submit original with the request. Supporting receipts must be received within ten days of the event.

## I. TO BE COMPLETED BY THE REQUESTOR

<b>Today's Date:</b>		<b>Name of Payee:</b>					
<b>Social Security Number or EIN Number:</b>							
<b>Payee Address:</b>		<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Name of person requesting check:</b>					<b>Title:</b>		
<b>Special Instructions for check (if applicable):</b>							

<b>Chairperson</b>		<b>Date</b>		<b>Treasurer</b>		<b>Date</b>	
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<b>Name of Ministry</b>		<b>Funds Applied to (Event, etc.):</b>				
<b>Check Amount</b>		<b>Date Check Needed by:</b>				
<b>Funds to be used for:</b>						

<b>Is this a budgeted expense?</b>	<input type="checkbox"/> Yes	<b>Budgeted Amount?</b> (Give form to bookkeeper)	
	<input type="checkbox"/> No	<b>Discuss with Pastor</b> (If approved, requires Pastor's initials)	

<b>II. Trustee Approval (To be Completed by Trustee)</b>		<b>Date Received</b>	
<b>Chairperson's Approval</b>		<b>Date Approved</b>	

<b>Voucher Number</b>		<b>Check Number</b>		<b>Date Check Ready</b>	
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