

# CHECK REQUEST FORM -

## POLICY INFORMATION:


The check request form is completed, including the account description and a description of the purpose for the expense, and signed by the person requesting the disbursement. Any applicable receipts should be attached to the check request form.

Committee Chairpersons approve the expenditure by signing the check request form. In the event the Chair is not available to sign, the initiator of the request shall call the Chair and request that the Chair call the Business Manager and confirm the account and the amount to be charged.

The Business Manager issues the check and expenses the disbursement to the account identified on the check request form.

### FUMC CHECK REQUEST

DATE :

PAYABLE TO: _____ _____ _____	\$ AMOUNT _____  DATE NEEDED: _____
PURPOSE/DESCRIPTION _____ _____ _____	
REQUESTED BY: _____ APPROVED BY: _____	(circle one) Mail      Hold for Mail      Pickup Note: _____
(circle one)  Budgeted Line Item      Non Budgeted Fund Account  Acct Description: _____	-- Internal Use Only -  Acct # _____  Date Paid: _____ Check # _____