

# Union United Methodist Church

## Check Request Procedure

A check request should be submitted to the church Treasurer, Leslie Johnson-Quick, to reimburse a member for expenses already made on the church's behalf or to have a check sent to a vendor. Please follow these steps to submit a check request:

1. Print the Check Request form from the next page or from outside the pastor's office.
2. Complete the information requested.
3. Attach receipts on pieces of letter-size paper or make Xerox copies of the receipts. Number each receipt to correspond to the expense line number on the Check Request form. If you are requesting a check to be sent to a vendor, please attach a copy of all relevant documentation (e.g. invoice, request for deposit, etc.)
4. Attach the receipt(s) and/or documentation to the completed check request form and place it in the Treasurer's mailbox.

Check requests are picked up after 5:00 p.m. on Friday. Checks for church staff will be available in their mailbox after the worship service on Sunday. Checks for others will be mailed on Monday.

The following is some additional information for completing the form.

- If you are not sure of the account, please contact the church staff member or committee chair responsible for the expense or contact the Treasurer. A complete list of reimbursable accounts is available outside the pastor's office.
- Blank check request forms and a chart of accounts are also available in the Treasurer's mailbox in the back-room of the church.

# *Union United Methodist Church*

## Purchase Request / Check Request Form

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

Purchase Request \_\_\_\_\_ (requesting pre-authorization)

Check Request \_\_\_\_\_

GENERAL INFORMATION			
Payable To	_____		
Address	_____	Phone	_____
City	_____	State	_____ Zip _____
Date Required	_____	Total Amount	_____
Mail Check?	Yes / No		
Comments:	_____		
ACCOUNT DISTRIBUTION			
Account #	Account Description	Item Purchased/Requested	Amount
<b>TOTAL</b>			
REQUIRED SIGNATURES			
Requested By:	_____	Date:	_____
Approved By:	_____	Date:	_____
FOR TREASURER USE ONLY			
Form 1099 (payee)* _____	Check Prepared By:	_____	
* Obtain Form W-9 from payee	Date Paid:	_____	
	Check No.	_____	
	Entered:	_____	
Comments:	_____		