



## CHECK REQUEST

**Check To Be Issued To:**

**Amount \$**

**Account #**

**Description Of How Money Was Spent:**

**Person Making Request:**

Is This A  Reimbursement or  Charge?

\_\_\_\_\_  
**Requestor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ministry Lead Approval**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Budget Head Signature**

\_\_\_\_\_  
**Date**

**Check Will Be Picked Up: (When, Where?)**

**Or**

**Check Should Be Mailed To The Following Address:**

**(Please Remember To Attach Receipts)**