

Union Baptist Church of Swissvale Check Request

(Please Read The Instructions on the Back Before Filling Out This Form)

Requestor Name: _____ Date: _____

Ministry/Account Name: _____ Account # _____

Pay To: _____ \$

Mailing Address (If applicable): _____

Purpose/Special Instructions (Be specific): _____

Date you need the check: _____

Approving Trustee Signature: _____

Pastor/Executive Minister Signature: _____

Please write or print legibly.

Office Use Only

Check # _____

Date: _____

Initials: _____

Revised 01/17/15

Instructions:

1. **Requestor Name:** You, the person filling out the check request form. Print or write your name so that it can be easily read.
2. **Date:** This is the date you are filling out the check request form. You may write out the date (For example: December 25, 2015) or put it in mm/dd/yy format (For example: 12/25/15).
3. **Ministry/Account Name:** Enter the name of the church auxiliary, ministry, or account on whose behalf you are filling out the check request. For example: Usher Ministry, Office Supplies, Seniors Ministry, Conferences and Training, etc.
4. **Account #:** Enter the chart of account number that covers the expenditure.
5. **Pay To:** This is the name of the person, organization, or company who will cash the check. Using numbers, write the amount of the check in the box with the dollar sign in it (e.g. 57.26. The dollar sign is already placed for you.). Make sure the information is correct and can be easily read.
6. **Mailing Address:** If the check is to mailed, please include a current address.
7. **Purpose/Special Instructions:** This is where you describe the purpose for which the check will be used. Please be specific. For example, don't just write "ushers" or "youth." write "First Sunday repast" or "Laurelville Youth Retreat Fees." Also be sure to include other pertinent information or special instructions when necessary or appropriate. We need this information to determine if the expenditure is justified and also for accounting purposes.
8. **Date you need the check:** Write in the date that you need the check.
9. **Approving Trustee Signature:** If everything on the form is in order, a Trustee will sign the form to indicate the expenditure is justified and appropriate. (Please note that Trustee approval does not guarantee funds are available for all requests.)
10. **Executive Minister Signature:** The Pastor or the Executive Minister will sign here for office and accounting purposes.
11. **Office Use Only:** Used for accounting and check reconciliation purposes. Do not write in this box.
12. **Please write or print legibly:** This is a reminder to write or print so that your writing can be easily read.
13. **Additional Instructions:** . If you are seeking reimbursement for a purchase, attach the original cash register receipt(s) or vendor invoice(s). *You will not be reimbursed if you do not attach the original cash register generated receipt or a vendor invoice.* If you would like a copy of the receipt for your own records, indicate it in the special instructions. If the check is issued *before* the purchase, be sure to turn in the original receipt(s) or vendor invoice(s) to the Trustees along with the change, if any, after you use the check. Please remember: When turning in unused funds or change, be sure to include the name of the auxiliary or ministry (Item 3) and purpose (Item 5) for which the check was used.