

Check Request Form

Updated 5/22/19

This form must accompany any receipt, invoice, or other note requesting the disbursement of funds.

It must be signed in advance, before the check is cut.

Amount: \$ _____ Payable to: _____ Address on file?

Account #: _____ *If not on file, Address:* _____

Account Name: _____

Purpose of Expenditure: _____

Documentation (attached): Receipt Invoice Other: _____

- Expenditure is within budget/designated fund and is \$0-\$250. (Rector, Staff, or Commission Chair)
- Expenditure is within budget/designated fund and is \$250.01-\$1,000. (Warden, Treasurer or Assist. Treas.)
- Expenditure is within budget/designated fund and is above \$1,000. (Advance Approval by Vestry Required)
- Expenditure is a regular recurring budgeted expense and is, thus, exempt. (Rector, Parish Admin.)

- Expenditure is non-budgeted and up to \$250. (Rector, Warden, Treasurer or Assistant Treasurer)
- Expenditure is non-budgeted and over \$250. (Advance Approval by Vestry Required)

If Advance Vestry Approval is required, the authorized signature must be either the Sr. Warden, Jr. Warden, or the Treasurer, indicating that the Vestry has approved. The Authorized person signing this form MAY NOT also be the payee on the form.

Date: _____ Signature of Authorized Person: _____

Check Request Form

Updated 5/22/19

This form must accompany any receipt, invoice, or other note requesting the disbursement of funds.

It must be signed in advance, before the check is cut.

Amount: \$ _____ Payable to: _____ Address on file?

Account #: _____ *If not on file, Address:* _____

Account Name: _____

Purpose of Expenditure: _____

Documentation (attached): Receipt Invoice Other: _____

- Expenditure is within budget/designated fund and is \$0-\$250. (Rector, Staff, or Commission Chair)
- Expenditure is within budget/designated fund and is \$250.01-\$1,000. (Warden, Treasurer or Assist. Treas.)
- Expenditure is within budget/designated fund and is above \$1,000. (Advance Approval by Vestry Required)
- Expenditure is a regular recurring budgeted expense and is, thus, exempt. (Rector, Parish Admin.)

- Expenditure is non-budgeted and up to \$250. (Rector, Warden, Treasurer or Assistant Treasurer)
- Expenditure is non-budgeted and over \$250. (Advance Approval by Vestry Required)

If Advance Vestry Approval is required, the authorized signature must be either the Sr. Warden, Jr. Warden, or the Treasurer, indicating that the Vestry has approved. The Authorized person signing this form MAY NOT also be the payee on the form.

Date: _____ Signature of Authorized Person: _____