


## Expenditure/Check Request

Date of request:	Amount requested:
Purpose of expenditure:	
Comments or instructions for treasurer:	
<b>Printed name</b> of person requesting funds:	
<b>Signature</b> of person requesting funds:	Date:
<b>Signature</b> of department leader associated with expenditure:	Date:
<b>If more than \$300 - Signature</b> of finance committee chairperson:	Date:
<b>If more than \$500 - Signature</b> of 2 <sup>nd</sup> finance committee member:	Date:
<b>If more than \$1500 - attach</b> documentation of finance committee consensus:	
 <span style="color: red; font-weight: bold; font-size: 1.2em;">Please do not proceed until all required information above has been completed.</span>	
Date Check is Needed:	
Make check payable to (print name or "see invoice"): <span style="color: red; font-size: 0.8em;">Invoice or receipts must be attached</span>	
Check distribution method: <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Distribute through Church Office         </div> <div style="width: 45%;"> <input type="checkbox"/> Mail to _____            Address _____            City/State/Zip _____         </div> </div> <div style="text-align: right; font-size: 0.8em; margin-top: 5px;"> <small>Please print.            If same as invoice, write "see invoice."</small> </div>	