

# CHECK REQUEST FORM 2019

Date: \_\_\_\_\_ Amount of Check requested: \$ \_\_\_\_\_

To: Treasurer From: \_\_\_\_\_  
(Print name)

Please issue a check as follows (\* Required Information):

\* Payee: \_\_\_\_\_

\* Address: \_\_\_\_\_

\* City, State, Zip \_\_\_\_\_

\* Phone Number \_\_\_\_\_

This check is for payment/advance/reimbursement of: \_\_\_\_\_

**SIGNATURE OF SUBMITTER:** X

This expense should be charged to the following fund:

<u>\$ Amount</u>	<u>Expense:</u>	<u>Signature required:</u>
_____	Acolyte/L.E.M. vestments	Jim Carnagie, Roy Waters
_____	Adult Faith	Ken Fuhr
_____	Altar Guild	Alice Moss, Cathy Hoffman, Jacki Mudrich
_____	Bulletins & Printing	Jacki Mudrich
_____	Pastoral Care	Miranda Spates
_____	Communications & New Members	Alan Giles/Karol Sprague
_____	Computers	Paul Hardy
_____	Discretionary	Phil Pierce, Sandy Jose
_____	Education (Clergy)	Warden, Priest
_____	Hospitality	Corinne Fragnoli
_____	Maintenance/Buildings & Grnds	David Eldon, Justin Wojas
_____	Medical Reimbursement (Clergy)	Philip Pierce, Priest
_____	Music	Sue Gore
_____	Office Supplies	Jacki Mudrich
_____	Outreach	Kathy DeCiantis
_____	Postage	Jacki Mudrich
_____	Professional Reimbursement	Priest
_____	Religious Supplies	Alice Moss, Cathy Hoffman, Jacki Mudrich
_____	Supply Clergy	Warden, Jacki Mudrich, Priest
_____	Theological Education Support	Warden, Priest
_____	Vestry/Convention Delegate Exp.	Warden, Priest
_____	Stewardship	Patrick Wojas
_____	Worship	Sr. Warden
_____	YACYM	Paul Hardy, Jackie Ingersoll
_____	<u>Other</u>	<u>Explain:</u>

**ATTACH RECEIPT – if no receipt explain why there is no receipt:** \_\_\_\_\_

\* Vestry Liaison Authorized Signature & Date Approved: X \_\_\_\_\_

(\* \* see BACK for additional required signatures)

\* Warden's SECOND Signature REQUIRED for Checks \$1000.00 or over \_\_\_\_\_

**Place this form in Treasurer's mailbox after first obtaining authorized signature, attaching receipt & completing address & phone #.**

Philip Pierce, Treasurer  
Scott Armstrong, Sr. Warden

Pam Bonkowski, Bookkeeper  
Dave Stein, Jr. Warden