

# CHECK REQUEST FORM 2018

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:

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

**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 #.**

Jim Trask, Treasurer  
 Scott Armstrong, Sr. Warden

Pam Bonkowski, Bookkeeper  
 Justin Wojas, Jr. Warden

To: Vestry and Staff of St. Stephens Episcopal church

Cc: Rector

**Subject:** Required Signatories for Reimbursements

A review of past financial records at St. Stephen's indicates that there have been instances where an individual submitting a request for reimbursement for church-related expenses is also the person signing off as the final approver of the request. Sound financial control practices dictate that a second signature is required in those cases to insure another review of the case.

A request for reimbursement of church-related expenses should include the following signatures:

**Person Requesting Reimbursement**

**Second Signatory**

Church Committee Member/Committee  
Chair/Sexton

Vestry Liaison for Ministry

Office Staff

Vestry Liaison for the Ministry  
(if applicable) or Rector *or* Senior *or*  
Junior Warden

Music Director Rector/Vestry Member

Rector

Warden

Senior or Junior Warden

Second Warden

As has been past practice, all disbursement requests of \$1,000 *or* more will also require the approval of either the Senior *or* Junior Warden.

Questions regarding this procedure should be addressed to the Church Treasurer.

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Treasurer

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Senior Warden