**MIDWEST CONFERENCE WMS/YPD**

**CHECK REQUEST**

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECK PAYABLE TO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AMOUNT OF CHECK**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**CREDIT TO**:

**CHURCH/AREA/COMMISSION/PROGRAM**

**REASON**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS:**

* **A CHECK REQUEST MUST ACCOMPANY ANY PAYABLE EXPENSE**

**(TREASURER CANNOT DISBURSE ANY MONIES WITHOUT THIS FORM)**

* **A SEPARATE CHECK REQUEST FORM MUST BE COMPLETED FOR EACH PAYEE.**
* **THE ORIGINAL RECEIPT OR INVOICE MUST BE ATTACHED TO THIS FORM. (CHURCH/COMMISSION/AREA/OR PROGRAM CHAIRMAN SHOULD RETAIN A COPY FOR THEIR FILES)**
* **ONLY CHECK REQUESTS PROPERLY SIGNED WILL BE ACCEPTED.**

**MAIL CHECK REQUEST AND ORIGINAL RECEIPT/INVOICE/STATEMENT TO TREASURER**

**Cynthia Rucker**

**PLEASE ALLOW ADEQUATE TIME FOR YOUR REQUEST TO BE PROCESSED.**

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**FOR TREASURER’S USE**

**CHECK #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE PAID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHECK PAYABLE TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AMOUNT OF CHECK\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**