

# CHECK REQUEST FORM 2011

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:**

**This expense should be charged to the following fund:**

<u>\$ Amount</u>	<u>Expense:</u>	<u>Signature required:</u>
_____	Acolyte/L.E.M. vestments	Dave Stein, Roy Waters
_____	Adult Education	Dave Stein, Paula Somerville, Pastor Manisha
_____	Altar Guild	Alice Brandon, Kathy Sebrowski
_____	Bulletins & Printing	Cathy Hoffman, Sr. Warden
_____	Caring Ministries	Norma Ross, Pastor Manisha
_____	Church School Youth	Pastor Manisha, Elizabeth Roberts
_____	Communications	Mark Dutil, Don Ingersoll
_____	Computer Replacement	Mark Dutil, Don Ingersoll
_____	Discretionary	Dave Stein, Pastor Manisha, Dcn. Liz, Sandy Jose
_____	Education (Clergy)	Sr. Warden, Pastor Manisha, Dcn. Liz
_____	Hospitality	Michelle Pickering
_____	Library	Mark Dutil
_____	Maintenance	Alan Giles
_____	Medical Reimbursement (Clergy)	Sr. Warden, Pastor Manisha
_____	Membership Development	Karen Morley, Pastor Manisha, Elizabeth Roberts
_____	Memorial Gardens	Alan Giles
_____	Music	Dave Stein
_____	Office Supplies	Cathy Hoffman
_____	Outreach	Alan Giles
_____	Postage	Cathy Hoffman
_____	Professional Reimbursement	Sr. Warden, Pastor Manisha
_____	Religious Supplies	Sr. Warden, Pastor Manisha
_____	Supply Clergy	Sr. Warden, Pastor Manisha
_____	Theological Education Support	Sr. Warden, Pastor Manisha
_____	Vestry/Convention Delegate Exp.	Sr. Warden
_____	SWAT	Frances Hammond, Deane Blythe
_____	Other	Explain: _____

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

**\*Authorized Signature & Date Approved:** \_\_\_\_\_

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

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

**Place in Treasurer's mailbox obtaining authorized signature(s) & attaching receipt(s).**  
**David Williams, Treasurer** **Cathy Hoffman, Assistant Treasurer**