



Check Request/ Purchase Order

Date Requested: Amount: \$

Vendor (the company you are purchasing from):

Ministry/Account:

Date Needed:

Please keep in mind that checks are written on a weekly basis. In absolute emergencies, accommodations can be made.

Advance (you haven't spent the money yet) Reimbursement (you need paid back)

Explanation:
(what is this expense for?)

Mail check to payee Hold check for pickup by: Name of person picking up check.

Make check payable to:

Mail check to:

Authorized requester Signature: _____

Authorized requester name:

Ministry leader approval signature:

Stewardship Team Chairperson approval signature (if cost is greater than \$500):

*Please secure all necessary approvals, attach required receipt(s) and submit in the Financial Secretary's box located in the office. Request for check vouchers are generally processed each Tuesday. Please attach receipts or copies of receipts to this form.