



Chester United Methodist Church

12132 Percival Street • Chester, VA 23831 • 804-748-6006

**Check Request Form
Easy as Step 1..2..3..**

PAYMENTS ARE PROCESSED ON WEDNESDAYS. Please have this form completed, with 2 REQUIRED signatures and receipts/invoices attached in the office or Jerri Hunter's box by close of business on Tuesday. Complete Steps 1, 2, & 3

Step 1-Purchase Summary

Ministry/Fund: _____

Budget Line Item	Description	Amount

Total*: _____

ATTACH RECEIPTS.

*** Total matches attached documentation or items marked on the attached receipt for reimbursement.**

Step 2. Method of Payment

- Church to reimburse member: _____
 - Need a check payable to: _____
 - Church to be billed by vendor: _____
 - Pay attached vendor invoice: _____
 - Church credit card _____
- Will pick up Place in box Need advance by _____

Office Use—Approval Checklist

- Supporting documentation attached.
- Request is signed by an authorized for the expense account being charged.
- The request for the expense is within its approved budget.
- There is sufficient cash on hand to cover the expenditure and still meet CUMC fixed obligations.

Step 3. Signatures (Two signatures required for processing.)

Submitted By: _____ Date: _____

Approved By: _____ Date: _____

CHECK# _____

DATE _____

POSTED BY :CW/SS/DF _____