



## Check Requisition Form 2023

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

ADDRESS: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DATE PAYMENT DUE: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

ACCOUNT(S) TO BE CHARGED: \_\_\_\_\_ FUND: \* General Operating \_\_\_\_\_  
(See reverse for account listing) \*\* Other: **Endowment** \_\_\_\_\_

DISTRIBUTION: Mail \_\_\_\_\_ Electronic Deposit \_\_\_\_\_

REQUESTER: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE of person submitting voucher) Date Signed

APPROVER: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE of vestry member who has oversight of the ministry area in which this expense falls) Date Signed

### PLEASE ATTACH RECEIPTS AND/OR DOCUMENTATION

#### NOTE:

All requisitions for personal service to be performed by an individual MUST have the individual's full name, full address, telephone number, and social security number UNLESS you are certain that the individual's information has been registered with the Church in the past year and that the information is current. St. George's cannot issue checks written to individuals for performance of personal service without this information.

#### ADDITIONAL INFORMATION OR INSTRUCTIONS:

Please indicate any special instructions for handling. In the absence of instructions, the check will be mailed to the individual making the request.

*(Completed and signed vouchers should be scanned & emailed to [saintgeorgeschurchap@bill.com](mailto:saintgeorgeschurchap@bill.com))*