

UNITED METROPOLITAN MISSIONARY BAPTIST CHURCH REQUEST FOR CHECKS/DISBURSEMENT OF FUNDS

TODAY'S DATE _____

I _____ of _____
 (Submitted by) – Please Print (Ministry/Organization/Auxiliary)

Here by request that United Metropolitan Missionary Baptist Church either pays or cause to be paid the
 Amount of : \$ _____ ; _____ dollars
 Payable To _____

Vendor Account #/Invoice # (If Applicable) _____

Address _____

Explain Purpose of Expenditure:

Date of Activity/Occurrence/Happening _____

<input type="checkbox"/> Receipts Attached	<input type="checkbox"/> Invoice Attached	<input type="checkbox"/> Expense Report Later	<input type="checkbox"/> Other Support Attached
(Please affix receipts to 8.5" x 11.0" sheet of paper with clear tape)			

PICK-UP BY: _____ **MAIL CHECK** **OTHER** _____
 Pick Up Person's Name

Ministry/Church Account # _____	\$ Amt _____
Ministry/Church Account # _____	\$ Amt _____
Ministry/Church Account # _____	\$ Amt _____
Total \$ Amt.	_____

Ministry Approval _____ Approved Date: _____
 (Chairperson/President – Ministry/Organization./Auxiliary)

Senior Pastor _____ Approved Date: _____

Church Approval _____ Approved Date: _____
 (Treasurer, Senior Pastor, Deacon Board Chair)

- *Requests should be turned in no later than 12:00 Noon on **Tuesday** of each week.
- *Requests should have final approvals by close of business on **Tuesday** of each week.
- *Checks are generally written on Wednesday morning.
- *Checks are generally signed on Wednesday afternoon.
- *Checks are prepared for distribution on Thursday.
- *Checks are normally available no later than Friday of each week.