

Check Request & Reimbursement Form

Instructions to complete Check Request & Reimbursement Form:

- 1 - Complete every blank on the form below. All incomplete forms will be returned to the Requestor.
- 2 - Forms are due to the Finance Department each Wednesday by 2:00 pm.
- 3 - All attached receipts/documents must be taped behind this form on an 8 1/2 x 11 inch sheet of paper; paperwork should be held together with one paper clip in the left hand corner.

Make check payable to: _____

Mailing address: _____

Amount of check: \$ _____

Campus: _____

Ministry Purchasing: _____

Ministry Requesting: _____

Expense allocation code: _____

Invoice No: _____

Purpose of check: _____

Receipt attached: _____ Yes _____ No

If no, please explain:

Check instructions: _____ Mail to payee, no enclosures

_____ Return to Requestor

Requested by (print name): _____

Signature: _____

Date: _____

Approved by (print name): _____

Signature: _____

Date: _____