



# ALLEN CHAPEL AME CHURCH CHECK REQUEST FORM

## HOW TO REQUEST A CHECK

1. ANY PURCHASE MUST HAVE PASTOR'S PREAPPROVAL BY PROCESS OF A CHECK REQUEST FORM OR YOU MAY NOT BE ENTITLED TO A REIMBURSEMENT.
2. ATTACH ALL RECEIPTS/INVOICES TO THE BACK OF THIS FORM.
3. PLACE COMPLETED FORM IN PASTOR'S MAILBOX BY 4PM TUESDAY FOR APPROVAL.

## WHAT HAPPENS ONCE REQUEST IS MADE

1. IF YOUR REQUEST IS PENDING PASTOR'S FINAL APPROVAL, YOUR CHECK MAY BE DELAYED FOR UPTO ONE WEEK.
2. ONCE REQUEST IS APPROVED, THE FINANCE OFFICE WILL ISSUE THE CHECK.

## PLEASE REMEMBER

1. CHECK REQUESTS MUST BE RECEIVED BY 4PM ON TUESDAY.
2. CHECKS WILL BE AVAILABLE FOR PICKUP BY 4PM ON FRIDAY.
3. IF A REQUEST IS NOT MADE BY 4PM ON TUESDAY YOUR CHECK WILL BE PROCESSED AND AVAILABLE FOR PICKUP THE FOLLOWING FRIDAY.

Today's Date: \_\_\_\_\_ Organization to be charged: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Title (Steward, Trustee, President): \_\_\_\_\_

Check made payable to: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Comments/Explanation (Please be as detailed as possible):

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The following section is for office use ONLY

Approve: \_\_\_\_\_ Deny: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_