<div align="center">MONTCLAIR PRESBYTERIAN CHURCH</div>

CHECK REQUEST FORM *SEE INSTRUCTIONS BELOW*

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1. MAKE CHECK PAYABLE TO: _____

     ◯ Mail Check to: _____

     ◯ Give Check to: _____

2. CHARGE AMOUNT(S) TO ACCT(S): **(Add page if more accounts necessary)**

    #_____ Name of Acct_____ $_____

    DESCRIPTION (for check memo line): _____

    #_____ Name of Acct_____ $_____

    DESCRIPTION (for check memo line): _____

                                    TOTAL AMOUNT: $_____

****

3. YOUR NAME:_____ email:_____

4. APPROVED BY (for above account): _____

5. DOCUMENTATION (receipt/invoice/email): _____

DATE: **FORM COMPLETED**: _____ **NEEDED BY**: _____

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<div align="center">INSTRUCTIONS</div>

All information under Items 1-5 must be provided - use the "Accounts by Activities" list for an alphabetical listing, with numbers, and the person who authorizes requests for each account. Checks are typically prepared each week on Tuesday, signed and mailed on Wednesday. Incomplete request forms may be delayed for processing until necessary information is received.

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FOR OFFICE USE ONLY   **Date Received:** _____

◯ Data Above is Complete/Correct - PROCESS:

Check Number: _____ Issued by: _____ On: _____

◯ Data Above is Incomplete and/or Incorrect:

Inquired/Returned: Date_____To:_____

◯ Data Completed/Corrected On: _____ - Process as above

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