

St. Nicholas Episcopal Church
15575 Germantown Road, Germantown, MD 20874
240-631-2800

CHECK REQUEST FORM

DATE CHECK REQUESTED: _____

REQUESTED BY: _____

COMMITTEE: _____

AMOUNT: _____

Approval Required: If > or=\$1000 Vestry, >=\$500 Executive Committee, FAHR Comm. Approval Required for all unbudgeted expenses

PAYABLE TO: _____

Payee's ADDRESS: _____

DESCRIPTION: _____

COMMITTEE CHAIR APPROVAL: _____

Co-Approval: _____

(If the Committee Chair is the payee on the check requested. New fundraisers & expenses must be approved by the Vestry)

Requested By Signature: _____

(If not the Committee Chair)

CHECK NUMBER: _____ **CHECK DATE:** _____

PLEASE DO NOT SUBMIT THIS FORM WITHOUT THE APPROPRIATE SIGNATURES

FOR OFFICE USE: General Ledger # & GL Account Name, Class (where applicable)

Checks are only produced once every two weeks. Forms with required information and approval are critical to timely production.