

CORNERSTONE UNITED METHODIST CHURCH: CHECK REQUEST

Instructions: Please fill out form **completely**. Place a check by the category the expense needs to be applied. If more than one category is needed, show the split. **Submit it to the Committee Chair.** Committee Chair will submit it to Financial Desk. Checks will come to you in the mail. Please allow 2 – 3 weeks for processing after it reaches the Financial Desk.

DATE: _____ AMOUNT: _____

I AM REQUESTING A CHECK MADE PAYABLE TO:

(Please Print) NAME: _____

ADDRESS: _____

PHONE: _____

EXPENSE CATEGORIES: If more than one area applies, please write the amount besides each area. (i.e. \$55.00 Music, \$40.00 Kitchen, \$12.50 Worship = \$ 107.50)

_____ Building Furnishings	_____ Maintenance	_____ Vacation Bible School
_____ Education Supplies	_____ Men's Ministry	_____ Women's Ministry
_____ Education Training	_____ Mini Methodist	_____ Worship Supplies
_____ Evangelism	_____ Music	_____ Youth Ministry
_____ Fall Festival	_____ Nursery	_____ Youth Missions
_____ Fellowship Ministry	_____ Outreach	_____ Other
_____ Kingdom Kids	_____ Prayer Ministry	
_____ Kitchen Supplies	_____ Senior Adults Ministry	

PURPOSE OF EXPENSE:

PRINT YOUR NAME: _____

YOUR SIGNATURE: _____

COMM. CHAIR'S SIGNATURE: _____

FINANCE COMMITTEE (If over \$500): _____