

TEGA CAY BAPTIST CHURCH CHECK REQUEST

FOR REIMBURSEMENT for purchases you have already paid for and are not exceeding your monthly budgeted amount, please **attach your receipts to the back of this requisition form** and forward to the Financial Administrator for reimbursement. Checks are written each Tuesday and available for mailing or pickup on Wednesday.

TO REQUEST A CHECK not exceeding your monthly budgeted amount, please complete this form and forward to the Financial Administrator for issuance of a check. Checks are written each Tuesday and available for mailing or pickup on Wednesday.

TO REQUEST A CHECK which WILL EXCEED your monthly budgeted amount, please complete this form and forward to a Stewardship Committee member prior to incurring the expense.

Check Payee	Amount	
Mailing Address		
Description of expenditure		
For (budgeted line item)	Requestor	Date

Please do not forget to attach receipts to the back of this form. Thank you.