

CHECK REQUEST
First Presbyterian Church
Conroe, Texas

Procedures: Please complete this form, which should include a complete description of the expenditure. Attach receipts and/or invoices to the back of this request. All check requests received by Sunday will be written the following Monday morning. Ministry Chairs may approve "prior to" or after checks have been written and signed. Special handling requests (approval first, new accounts, special purchases etc) may be sent by e-mail to accounting@fpconroe.org. Check requests and approved check disbursements should be signed and placed in *new* box outside the Bookkeeping Office.

GENERAL EXPENDITURE INFORMATION—PLEASE PRINT

Payable to: _____
 Address (If new Vendor: _____
 City, State & Zip: _____
 Total Amount of Expenditure: \$ _____

Mail Check Pick-up Check Other Instructions

Description/Comments: _____

BUDGET DISTRIBUTION
 Budget Line to be Charged

Expense Account	Name of Expense Account	Amount to be Charged
		\$
		\$
		\$
Total Expenditure		\$0.00

REQUIRED SIGNATURES

Requested by: _____ Date: _____ Ministry: _____

Approved by: _____ Date: _____

Comments: _____

FOR BOOKKEEPING OFFICE USE ONLY

Date Paid: _____

Check Number: _____

Other Information: _____