

CHECK REQUEST FORM

Cash Flow Management Policies & Procedures, Version 1.0

NEW SHILOH MISSIONARY BAPTIST CHURCH

Procedures CFM No. 301 thru 305



Date of Request _____

Requestor _____

Purpose _____

Check Request Amount _____

Payable to (see below) _____

Address _____

Ministry _____

Ministry Chairperson Approval _____

- For distribution of Ministry funds (treasury, budget), check will be payable to Ministry Chairperson.
- For distribution of non-budget, non-treasury funds, Pastor's approved proposal must be attached. Please note if check is to be paid to the vendor. _____
- For reimbursement, check will be payable to Requestor. All original sales receipts must be attached. Ministry Chairperson's approval required.

APPROVAL MATRIX:
\$0 - \$300 – Trustee Chairperson and Church Treasurer (Copy to Pastor)
\$301 & Above – Trustee Chairperson or Church Treasurer and Pastor

Trustee Chairperson _____ Date _____

Church Treasurer _____ Date _____

Pastor _____ Date _____

DELIVERED TO (signature) _____ **DATE** _____

MAILED TO _____ **DATE** _____

ORIGINAL BUDGET _____ **REMAINING BUDGET** _____ **AS OF** _____