

### CHRIST CHURCH CRANBROOK CHECK REQUEST

PAY FROM:

\_\_\_\_\_ GENERAL OPERATING ACCOUNT  
 \_\_\_\_\_ BUILDING TRUST  
 \_\_\_\_\_ COLUMBARIUM  
 \_\_\_\_\_ GENERAL RESERVE  
 \_\_\_\_\_ MUSIC OPERATING  
 \_\_\_\_\_ OTHER \_\_\_\_\_

FOR ACCOUNTING USE

VENDOR # \_\_\_\_\_  
 INVOICE # \_\_\_\_\_  
 INVOICE DATE \_\_\_\_\_

ISSUE A CHECK PAYABLE TO: \_\_\_\_\_

AMOUNT OF CHECK: \$ \_\_\_\_\_

CHARGE TO ACCOUNTS:

NAME OF ACCOUNT	ACCOUNT #	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REASON FOR CHECK: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

APPROVED BY:

REVIEWED BY BUDGET OWNER: \_\_\_\_\_

PARISH ADMINISTRATOR \_\_\_\_\_

DATE PAID: \_\_\_\_\_

RECTOR (Non-Budgeted Expense) \_\_\_\_\_

CHECK NO: \_\_\_\_\_