

Check Request or Charge

Instructions:

1. If you would like to be paid for a purchase you made for Calvary please complete A, B and D below and attach the receipt.
2. If you charge a purchase to Calvary please complete A, C, and D below and attach the receipt.
3. Put this completed form and receipt in the Treasurer's box in the office.

A. Amount \$ _____ Budget Account number _____

Purpose: _____

B. Reimbursement:

Check payable to: _____

Give or mail check to: _____

C. Charged:

Charged at: _____

D. Requested by: _____ Date: _____

Approved by: _____ Date: _____

Comments: _____
