

Church Position

Requester's Name:

Department

Cheque Payable To:

Budget Item

After filling out this form, place it in envelope provided with all the **original** receipts. Place envelope in box #200 **unsealed**.

#	Date	Store	Description	GST	PST	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Requester's Signature

Total

Authorization Signature(s)	
(a)	<input type="text"/>
(b)	<input type="text"/>
(c)	<input type="text"/>

For Treasury Department Use Only		
Date	Cheque #	Posted by
<input type="text"/>	<input type="text"/>	<input type="text"/>

(a) Authorized Budget Overseer (b) Board Motion with initials and signature (c) Church leadership approval