CHECK REQUEST PROCEDURES

- Complete form below. Multiple lines are provided for charges against different budget line items, e.g., operations, supplies, Please insert account numbers to be charged IF you know them. Otherwise the Treasurer will assign numbers based on "Account Name" provided.
- 2. Attach receipts and/or invoice.
- 3. IF YOU ARE THE PAYEE, obtain authorization to pay, either by signature or email to person authorized to sign for your area of expense. Consult the Authorized Signatures for Check Requests (Copies distributed to committee chairs. Also available in the Volunteer Office and Administrator's Office).
- 4. Submit form with receipts and/or invoice to the Treasurer- place in "Check Request" folder in the Volunteer Office in the Founders' House. Consider photocopying for your personal or committee records.
- 5. Allow up to 2 weeks for reimbursement.

Questions/concerns: Please contact the Treasurer at dispursingtreasurer@uufc.org..

UUFC CHECK REQUEST

Today's Date	Check made out to	_ contact or	company? *
Payee's Contact			
Payee Company:			
Payees Address:			
Payee's City State and Zip:			
Payee's Phone Number:	Payee's Email:		

Specify amount(s) requested and the budget account(s) that is (are) to be charged? Attach Receipts or Invoice.

Amount (s)	Description of goods or services	Account Name	Account #s
\$			
\$			
\$			
Total \$			

Signature of person authorized to charge against account(s)______

Note: If company invoice, check must be made out to Company not Contact.W-9 before receiving payment.

Disbursed by_____ on _____ Check #_____