



Check Request

First Unitarian Universalist Church of Austin

Check Requests rec'd by Monday NOON will be mailed by Friday of the same week.

Original Receipts or invoices must be attached.

Department/Committee/Group Chair signature required **before** submitting (responsibility of requestor).

Please Print

Today's Date:

Charge to Fund/Dept./Committee/Group/Class:	
Payable to:	
Name of Requestor:	
Contact Info: Telephone:	
Contact Info: Email:	
Description of Expenses:	
Total Amt. of Ck. Requested: \$	
Mail check to:	
Street Address:	
City, State, Zip:	
or Put check in mail box of:	
Approved by: <i>Please Print Name</i>	
Approved by: <i>Please Sign</i> <i>(Required for processing)</i>	
Other Information/Memo on Check:	
Bookkeeper's Area:	
Date prepared:	
Check Number:	
Date Check Mailed:	