

ELCA - Grand Canyon Synod Check Request Form

Description: _____

Pay to: _____

Address: _____

City, State, Zip: _____

Mail Check Place in employee mailbox Mail Check with Attachment

ACCOUNT (Fund, Expense, Ministry)	Amount	Job ID
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
Total	\$ _____	

Approved by: _____ Date: _____

To properly complete this form, see instructions on back.

7227 N. 16th St., Suite 260, Phoenix, AZ 85020

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Grand Canyon Synod - ELCA

Instructions to Complete the Check Request Form

1. Complete all sections of the form.
2. The description should explain the purpose of the expense so that a third party would understand how the particular expense fits in with the mission of the Synod.
3. Mark the appropriate box so the accounting staff know how to distribute the check.
4. Identify the proper account for the expense, including the Job ID if one applies.
5. The form must have an authorized signature in the "Approved by" blank (this includes the Bishop, Assistants to the Bishop and Program Staff).
6. Attach supporting documents. A check cannot be prepared without supporting documentation.
7. Requests submitted to the Minister for Finance by Tuesday, will be processed and a check issued by Wednesday of the same week.

Filename:/forms/Finance Forms.xls - page Ck Req

Revised: 12-1-11

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