

CHECK REQUEST

- Directions:**
1. Type information or print legibly.
 2. Submit form to Parish Business Manager at the Parish Office. The Parish Office is open from 8:30am to 4:30pm, Monday through Friday except on holidays and Church Holydays.
 3. Attach any necessary receipt(s), invoices or related documentation.
 4. Include indication of authorization from supervisor/ moderator, if necessary.
 5. Allow five business days for processing.
 6. Questions may be directed to Kathy Raub at 215-257-2128, ext. 116, during business hours listed above.

Requestor: _____

Date: _____

Make check payable to _____

in the amount of _____

in payment for _____

Check is needed by (date) _____

- Disposition: Send check to requestor
 Send check directly to payee at this address (if other than address on invoice):

Authorized by: _____

Special instructions:

Office Use