Christ Church
Sugar Land
A UNITED METHODIST COMMUNITY

CHECK REQUISITION FORM

DATE: _____ WORK AREA _____

*GL CODE _____

*GENERAL LEDGER CODE IS REQUIRED

PAY TO THE ORDER OF: _____

ADDRESS: _____

_____

_____

DISTRIBUTION:

MAIL TO PAYEE	( )
WILL BE PICKED UP	( )
BOX	( )
OTHER	( )

EXPLANATION: _____

_____

_____

CHECK AMOUNT: _____

REQUESTED BY: _____

AUTHORIZED BY: _____

PLEASE ATTACH SUPPORTING RECEIPTS, INVOICES, ETC.

ALL VENDORS MUST HAVE A W-9 ON FILE. CHECKS WILL NOT BE RELEASED WITHOUT ONE.

SALES TAX IS NOT REIMBURSABLE