

Cambridge Community Fellowship Church Check Request Form

To be filled out by requestor:

If there are multiple items being totaled (e.g., multiple receipts), copy subtotals

Payable To _____ Date Needed By _____

Requested By _____ Date Requested _____

Signature _____

Back-up Material Included?

Yes No

Requestor must be person in charge of the budget category (i.e., Ministry Leader)

Back-up material (receipts, invoices, other supporting documentation) is necessary unless specifically exempted. SEND ALL RECEIPTS TO ADMIN@CCFC-CHURCH.ORG. Pictures of receipts are ok.

Category Number and Name <small>(e.g., 3410 Curriculum & Supplies)</small>	Description <small>(e.g., 3410 Booklets for Sunday School)</small>	Amount
Total Requested		

Requestor: Email completed form and all back-up material (such as receipts) to admin@ccfc-church.org

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To be filled out by the Admin Board:

Approval No. 1 _____ Date _____

Approval No. 2 _____ Date _____

Two approval signatures required here before printing checks except for specific regular expenses, and required here before signing all checks.

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NOTES/COMMENTS: