# First Presbyterian Church
## Hartford, Connecticut

# *REQUEST TO TREASURER FOR CHECK ISSUANCE*

***INSTRUCTIONS***

1. *Use this form to request check issuance for church purposes for which no other billing has been or will be rendered, OR for reimbursement of monies paid or charged for goods or services acquired for legitimate church purposes.*
2. *Complete and submit a separate request form for each check to be issued.*
3. *Fill in the blanks below; budget category may be left blank if you are uncertain.*
4. *For reimbursement, attach original receipts or copies of charge slips evidencing payment.*
5. *Have the church staff member or officer responsible for the budget expenditure sign and date the "Authorized By" section.*
6. *Place form in the box marked "Corporation Treasurer" outside the secretary's office.*

*Checks are normally drawn within a week of the request being received; please contact the treasurer if faster turnaround is needed.*

*REIMBURSEMENTS ONLY*

| DATE PD | AMOUNT PD | PAID TO | ITEM(S)/SERVICE PURCHASED | PURPOSE OF PURCHASE | BUDGET CATEGORY |
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***PAY:*** $ _____

***PAY TO:*** *(Please Print)* _____

***REQUESTED BY:*** _____
*(Signature)*

***DATE OF REQUEST:*** _____

☐ **Please mail** *(provide address if not in current directory)*

☐ **Will pick up at church**

***AUTHORIZED BY:*** _____
*(Signature)*

***DATE AUTHORIZED:*** _____