

**First Presbyterian Church Hartford, Connecticut**

**REQUEST TO TREASURER  
FOR CHECK ISSUANCE OR EXPENSE REIMBURSEMENT**

Use this form to request a check for a church expense 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.

**INSTRUCTIONS:**

1. Use a separate request form for each check to be issued.
2. Fill in the blanks below (please attach original receipts or copies of charge slips evidencing payment for reimbursement).
3. Place completed, signed and dated form in the box marked "Corporation Treasurer" outside the secretary's office.

**Please note:** the Committee Chair or church staff person responsible for a budget expense MUST sign and date this form; otherwise, a check cannot be issued. Issued checks are now mailed directly to whomever designated; be sure to complete the "make check payable to" and the "mail check to" sections.

FILL IN FOR REIMBURSEMENTS ONLY			COMPLETE THIS SECTION IF REQUESTING MONEY FOR A PURCHASE (EXPENDITURE)		
DATE	AMOUNT	PAID TO	ITEM(S) or SERVICE TO PURCHASE	PURPOSE OF PURCHASE	BUDGET CATEGORY

**Total Amount:** \$ \_\_\_\_\_

**Make check payable to :** \_\_\_\_\_

**Mail check to:** \_\_\_\_\_  
(please print)

Payment requested by (your name) \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(mailing address)

**Committee Chair or Staff Person** \_\_\_\_\_ **Date** \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(city, state, zip code)