

**Group Requesting Disbursement (please check one)**

- Parish                       Cemetery                       Usher's                       Youth Group  
 Other \_\_\_\_\_                       Golden Era Club                       Religious Education

Date Requested: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

- Please mail using information below                       Please return check to requestor for mailing

**Purpose of Check Request or Purchase Order (Please attach support for request)**

\_\_\_\_\_

\_\_\_\_\_

**Payment Information**

Invoice # \_\_\_\_\_

Payable To: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

**Request and Approval Signatures (Note: Each request must have two signatures)**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number where Requestor may be reached for questions: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Purchase Order Information (Please use section below if you are NOT attaching supporting documentation for payment)**

Invoice #	Description	Account	Total

**FOR INTERNAL ACCOUNTING USE ONLY**

General Ledger Account Number: \_\_\_\_\_ Check Number \_\_\_\_\_

Check Issue Date: \_\_\_\_\_ Issued by: \_\_\_\_\_

Pastor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_