ISSUE CHECK REQUEST

St. Joseph the Worker Parish
700 E Spruce Street
Chatham, IL 62629
Phone 217-483-3772 Fax 217-483-4581 www.stjoschatham.org

PAYEE:

INTERNAL USE:

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL

IF YOU ARE REQUESTING A CHECK:

1. **YOU ARE RESPONSIBLE FOR ATTACHING ALL ORIGINAL INVOICES**
2. **YOU ARE RESPONSIBLE FOR COMPLETING YOUR NAME & ADDRESS**
3. **CHECKS ARE WRITTEN ON THE 8TH AND 23RD OF EACH MONTH, YOU ARE RESPONSIBLE FOR SUBMITTING INVOICES PRIOR TO THEIR DUE DATE TO MEET THESE PAYMENT DATES.**

(P:\\stjsvr02\Forms\Issue Check Request Rev 201611)