**Bethlehem United Church of Christ**

**423 S. Fourth Avenue**

**Ann Arbor, MI 48104**

**CHECK REQUISITION**

|  |  |
| --- | --- |
| Date: | Select date. |
| Date needed: | Enter a date only if urgent. |
| Payable to: | Enter name of person or organization. |
| Address: | Enter address of person or organization. |
| Choose one: | Mail check  Leave at office |
| Amount: | Enter amount. |
| Account #: | Choose an item. |
|  | Describe other account if not listed above. |
| Purpose: | Explain the reason for the check. |
| Requested by: | Name of person requesting the check. |
| Approved by: | Name of person who has authorized this requisition. |

All expenditures must be authorized by the chair of the ministry responsible for these expenses. An email authorization from the chair will suffice as written authorization.