



NEW LIFE
COMMUNITY CHURCH

CHECK REQUEST FORM

Page ____ of ____

Month/Year _____

Payable to _____

Approved by _____

Entered by/Date _____

ITEM	DATE	VENDOR NAME	AMOUNT	ACCT #	DESCRIPTION	RECEIPT	POSTED
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
TOTAL			\$	-			

**NEW LIFE COMMUNITY CHURCH
INSTRUCTIONS FOR CHECK REQUEST FORM**

#	FIELD	DESCRIPTION
1	Page ____ of ____	Enter "1" of "x" where x is the number of pages for the month (i.e. 1 of 1)
2	Month/Year	Enter month and year (i.e. March 2015)
3	Payable to	Enter name of person to make check to (i.e. Pete Grose)
4	Approved by	Finance Team member that reviews the expenditures (entered by Finance Team)
5	Entered by/Date	Finance Team member that enters data into Quickbooks (entered by Finance Team)
6	Item #	Enter item # in upper right corner of each receipt
7	Date	Enter date of purchase (i.e. 3/23)
8	Vendor Name	Enter where purchase was made (i.e. Walmart)
9	Amount	Enter amount of purchase (i.e. 52.35)
10	Acct #	Enter Acct # from Quickbooks Chart of Accounts (entered by Finance Team)
11	Description	Enter a description of what was purchased (i.e. Supplies for VBS)
12	Receipt/Support	Put "Y" for Yes or "N" for No
13	Posted	Put "Y" for Yes after posted in Quickbooks (entered by Finance Team)
14	Total	Add up all the numbers in the Amount Column

When done filling out the form, attach receipts and put in "Office Mail Slot"



CHECK REQUEST FORM (SAMPLE)

Page 1 of 1

Month/Year March 2015

Payable to Pete Grose

Approved by _____

Entered by/Date _____

ITEM	DATE	VENDOR NAME	AMOUNT	ACCT #	DESCRIPTION	RECEIPT	POSTED
1	3/23	Walmart	\$ 52.35		Supplies for VBS	Y	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
TOTAL			\$ 52.35				