

**The Woodlands United Methodist Church  
Check Request Form**

- Expense Reimbursement**  *Receipts required. Must be submitted within 60 days of expenditure.*
- Payment for Services**  *This is for non-employees only. W9s must be obtained from all new payees.*
- Cash Advance**  *A full accounting of the advance (with receipts) must be submitted within 120 days.*
- Other (explain)**  \_\_\_\_\_

**Requestor's Name:** JEAN DRUMMOND

**Requestor's Department:** CAMERA CLUB

**Request Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Payee (if different than requestor)** \_\_\_\_\_

**Payee's Address ("required"):** \_\_\_\_\_

\_\_\_\_\_

**Place Check in Department Box**

**Mail Check**

**Other** \_\_\_\_\_

Description	Amount	Account
<b>TOTAL</b>		

Receipts must accompany all requests for expense reimbursements. No exceptions.  
Receipts smaller than 8 1/2 X 11 should be attached to paper of that size.

Payments for Services to church employees must be paid through payroll. Submit to Pam Herron.

The appropriate department head or program director must approve all check requests.

**\*\* Checks for Reimbursements and Payment for Services are cut on the 1st, 3rd and 5th  
Thursdays of each month. \*\***