

ELCA - Grand Canyon Synod

Check Request Form

Description: _____

Pay to: _____

Address: _____

City, State, Zip: _____

Mail Check Place in employee mailbox Mail Check with Attachment

| ACCOUNT (Fund, Expense, Ministry) | Amount | Job ID |
|-----------------------------------|--------|--------|
| | | |
| | \$ | |
| | \$ | |
| | \$ | |
| Total | | |

Approved by: _____

Date: _____

To properly complete this form, see instructions on back.

1819 E. Morten Ave, Suite 100A, Phoenix, AZ 85020

Grand Canyon Synod - ELCA

Instructions to Complete the Check Request Form

1. Complete all sections of the form.
2. The description should explain the purpose of the expense so that a third party would understand how the particular expense fits in with the mission of the Synod.
3. Mark the appropriate box so the accounting staff know how to distribute the check.
4. Identify the proper account for the expense, including the Job ID if one applies.
5. The form must have an authorized signature in the "Approved by" blank (this includes the Bishop, Assistants to the Bishop and Program Staff).
6. Attach supporting documents. A check cannot be prepared without supporting documentation.
7. Requests submitted to the Minister for Finance by Wednesday, will be processed and a check issued by Friday of the same week.