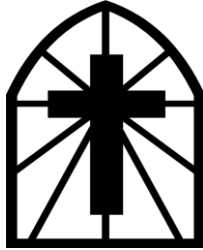


Attach Receipt  
To Back



Horne Memorial United Methodist Church  
Check Request

Today's date: \_\_\_\_\_

Person Requesting Check: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Fund or Budget category to be charged and amount:

Fund: \_\_\_\_\_ Amount: \_\_\_\_\_

Fund: \_\_\_\_\_ Amount: \_\_\_\_\_

Fund: \_\_\_\_\_ Amount: \_\_\_\_\_

Fund: \_\_\_\_\_ Amount: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Instructions: \_\_\_\_\_

Team Leader Authorization (**Required**): \_\_\_\_\_

***Request received by Monday AM will be processed that week, if funds are available and request has correct authorization.*** Thank you!

Finance, Chris Brooks 919-553-6464x124 or [chris@horneumc.net](mailto:chris@horneumc.net)