

Form D-2

Note: Attach invoice, disbursement voucher, or other evidence of authorization for payment to the upper portion of this form and fill in information called for on the blank lines below. If no invoice is available (which will be the case for such items as rent and loan payments) fill in the requested information below and place this form in the disbursement voucher file in regular numerical order according to check number.

DO NOT ATTACH THE CANCELED CHECK TO THIS SHEET

REQUEST FOR FUNDS

(This form is to be used in requesting departmental funds when authorized by the governing council)

PLEASE CHARGE _____ DEPARTMENT

AMOUNT REQUESTED: \$ _____ DATE _____

AUTHORIZED BY (Dept. Leader Print Name): _____

DEPT. LEADER SIGN: _____

PURPOSE FOR FUNDS: _____

REQUESTOR SIGN: _____ / Print Name: _____

After purchases are made please make a copy of all invoices and receipts and keep the copy for your records. Turn in any remaining cash, original receipts and invoices, etc., to the church treasurer.

RECEIPT INFORMATION

DATE _____ CHECK NUMBER _____

PAYABLE TO _____

COMPLETE ADDRESS _____

SSN# REQUIRED IF \$600 AND OVER _____

FOR TREASURER'S USE

DATE ISSUED _____ AMOUNT _____

CHECK NUMBER _____