

MIDWEST CONFERENCE YPD

CHECK REQUEST

DATE: _____
CHECK PAYABLE TO: _____

AMOUNT OF CHECK _____

CHARGE TO: _____
CHURCH/AREA/COMMISSION/PROGRAM

REASON: _____

YOUR SIGNATURE: _____

INSTRUCTIONS:

A CHECK REQUEST MUST ACCOMPANY ANY PAYABLE EXPENSE
(TREASURER CANNOT DISBURSE ANY MONIES WITHOUT
THIS FORM)

A SEPARATE CHECK REQUEST FORM MUST BE COMPLETED FOR
EACH PAYEE.

THE ORIGINAL RECEIPT OR INVOICE MUST BE ATTACHED TO
THIS FORM. (CHURCH/COMMISSION/AREA/OR PROGRAM
CHAIRMAN SHOULD RETAIN A COPY FOR THEIR FILES)

ONLY CHECK REQUESTS PROPERLY SIGNED WILL BE ACCEPTED.
MAIL CHECK REQUEST AND ORIGINAL

RECEIPT/INVOICE/STATEMENT TO TREASURER, BETTY DEAN,
2603 E. 25TH St, N., Wichita, KS 67219.

PLEASE ALLOW ADEQUATE TIME FOR YOUR REQUEST TO BE
PROCESSED.

FOR TREASURER'S USE—CHECK # _____

DATE PAID: _____