

THE CHURCH OF SAINT MONICA

635 First Avenue - Berwyn, Pennsylvania 19312-1652
Rectory Phone (610) 644-0110 ext. 120 - Rectory Facsimile (610) 695-0850
Website: www.saintmonicachurch.org - E-mail: tcarey@saintmonicachurch.org

Business Office

Theresa Carey
Business Manager

CHECK REQUEST FORM

- Please print clearly and complete this form in its entirety.
- Checks will be issued at the discretion of the Business Office.
- Please allow a minimum of two weeks for any payment to be processed.
- Please attach receipts or invoices that pertain to this check request.
- Please be sure that the tax-exempt status of the Church has been utilized. Sales tax will not be included in final payment for any reason.

DATE REQUEST SUBMITTED

DATE CHECK IS NEEDED

MAKE CHECK PAYABLE TO

SOCIAL SECURITY NUMBER (REQUIRED)

MAILING ADDRESS

CITY, STATE AND ZIP CODE

\$ _____
CHECK AMOUNT

PERSON REQUESTING CHECK

PHONE NUMBER

BUDGET OR DEPARTMENT TO CHARGE

LINE ITEM TO CHARGE

REASON FOR CHECK: SERVICES PERFORMED (PLEASE ATTACH ALL RECEIPTS AND INVOICES)

COMMENTS OR SPECIFIC INSTRUCTIONS

BUSINESS OFFICE USE ONLY:

___ APPROVED ___ REJECTED FOR TAXES ___ DENIED DATE PROCESSED: _____

SIGNATURE OF PASTOR

SIGNATURE OF BUSINESS MANAGER