

# THE KING STREET UNITED CHURCH OF CHRIST

## CHECK REQUEST

TO: KSUCC Treasurer

Date: \_\_\_\_\_

Please issue a check to:

\_\_\_\_\_  
Payee Name

\_\_\_\_\_  
Payee Address (if needed)

For \$ \_\_\_\_\_ (see attached receipts) in payment of:

**Budgeted expense items:**

Postage (for: \_\_\_\_\_ )

Ministry exp: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pastor Mileage: \_\_\_\_\_

Pastor Prof. Exp. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fair/Fundraiser exp.: \_\_\_\_\_  
\_\_\_\_\_

Other (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designated (non-budget) expense items:**

Hospitality exp.: \_\_\_\_\_

Messenger exp: \_\_\_\_\_

Other (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Return check to Payee at KSUCC mailbox

\_\_\_\_ Mail check to Payee at Payee Address

Authorized signature of Officer,  
Ministry Team Leader, Employee: \_\_\_\_\_

Title/Ministry (if appropriate): \_\_\_\_\_

\_\_\_\_\_  
For treasurer use:

Check No: \_\_\_\_\_

Issue Date: \_\_\_\_\_