



Check Request Form



FPCP and HDPS

Date of Request:		Amount of Request:
FPCP Commission/ Dept/ or HDPS Account:		
Account Type:	__ Oper. __ Reserve __ Bridge __ HDPS __ Other: _____	
Charged To: Account Name or Budget Line Item#	Description on Expense(s)	Amount Charged

FOR HDPS ONLY

Please break down your expense into the following categories:

Registration (5064) \$	Expendable (5005) \$
Snack (5025) \$	Miscellaneous (9000) \$
Other () \$	Other () \$

FPCP and HDPS

Make check payable to (please print):		
Payee Address:		
Address 2:		
City, State, Zip:		
	<i>Signatures</i>	<i>Date</i>
Requested by:		
Approved by: (Elder / Pastor / HDPS Director)		

Notes:

To Be Completed by the Bookkeeper:

Check Number: _____ Date: _____

Procedures on reverse side of this form

May 2009

Check Request Form

Check Request Procedures

1. The Check Request Form is good for only **one check**, but the total of the check may be charged to more than one account or budget line item.
2. The Check Request Form must be completed for any **payment or reimbursement** for expenses relating to First Presbyterian Church of Petaluma (FPCP), which includes the Happy Day Presbyterian School (HDPS).
3. Documentation must be attached to this check request form [receipt(s), invoice, or other proof of expense].
4. Fill out the request form completely. Incomplete requests will be returned to you, resulting in unnecessary delays.

IMPORTANT – Your request must be approved by the appropriate Elder, the Pastor or in the case of HDPS, the Director, before it will be paid.

5. Expenses over \$500 for FPCP & over \$100 for HDPS or expenses that will go over budget must be approved before the order, purchase or expense is incurred.
6. Please submit your request in a timely manner. Expenses over 3 months old may not be approved. HDPS expenses must be submitted by the last day of school in June.
7. **For FPCP**, report only **one event's** expenses on a request. For example, do not request postage reimbursement for summer mailing on same form as a request for picnic supplies.
8. **For HDPS**, you may report frequently used categories for expense(s) by using the section marked FOR HDPS ONLY on the form.
9. Address: If you are not the recipient of check, make sure vendor or payee information is clearly marked on request. Make sure address on invoice is same as mailing address if check is to be mailed.
10. If you would like to have your check mailed to you, be sure to put your address on the request. Otherwise, it will be left in the FPCP office or the HDPS office, whichever is appropriate, for you to pick up.

If you have any questions, please call the FPCP Bookkeeper.