

SAINT JOHN BAPTIST CHURCH Check Request Form

DATE: _____

CHECK: Hold in Office for Pick-up

AMOUNT REQUESTED: _____

DATE NEEDED BY: _____

REQUESTED BY: _____ PHONE #: _____

PAYABLE TO: _____

ADDRESS LOCATION: _____

CITY: _____ State: _____ ZIP CODE: _____

PURPOSE FOR CHECK

CHARGED TO ACCOUNT OF: _____

(Auxiliary Department)

COMMENTS: _____

→APPROVED BY: _____

RECEIVED BY: _____

DATE: _____

DATE: _____

Attach original receipt

FYI – RECEIPTS & REFUNDS MUST BE RECEIVED WITHIN SEVEN (7) DAYS.

**NOTE – CHECKS MUST BE RETRIEVED DURING NORMAL OFFICE HOURS
CHECKS WILL NO LONGER BE PLACED IN THE OFFICE DOOR.**

SJBC PROCEDURES FOR REQUESTING FUNDS & MAINTAINING FINANCES

1. Check Request Forms should be completed and signed by the treasurer or president of auxiliary. **They should not be phone in.**
2. Receipts and refunds of money are due within **seven (7) days.**
3. **If receipts are not submitted, a new Check Request Form will not be accepted from your auxiliary.** You may be reimbursed for expenses by submitting a Check Request Form, but your group will not be given “up front money”.
4. **Check Request Forms are due by 12:00 p.m. on Wednesday.**
5. Requested checks will be ready on Friday.
6. Please make arrangements to pick up your check during normal office hours. We will no longer leave them in the pocket of the door.
7. Please maintain your auxiliary’s yourself. (You may check with Business Manager periodically to compare balances)
8. **Do not commit to any contract or agreement until you have notified the Business Manager. (This includes caterers).**
9. When placing auxiliary dues in offertory envelopes, please list the name of your auxiliary. Don’t list as “GMO” or “Missionary Circle”.
10. **It is the responsibility of the requesting auxiliary to distribute checks. It is also the responsibility of the auxiliary to notify the payee to retrieve check.**
11. Please make your request two (2) weeks ahead of time if you are requesting a special financial report.
12. It is not necessary to submit your auxiliaries’ dues to the church office. Place in separate offertory envelopes and place in the collection plate on Sunday.