



**ST. MATTHEWS (KITCHENER) LUTHERAN CHURCH  
CHEQUE REQUEST FORM**

**Please note, before you submit the form, you are required to:**

- **attach your receipts;**
- **amounts of \$50.00 or greater will require the approval of the Committee Chair to which your expenditures are being charged;**
- **Committee Chair expenses will be approved by their Ministry Chair.**

**\*\*A T4A will be issued for all remuneration for services provided with a total value of \$500 or more in a calendar year.\*\***

*Return completed forms to the mail slot of David Weicker.*

Please make cheque payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cheque Amount: \_\_\_\_\_

***Details:***

Description of Expenditure

Is this remuneration for services provided     yes     no

Amount


*If additional space is required, please use the back of this form.*

Account to be charged – Ministry Name: \_\_\_\_\_ Account Name: \_\_\_\_\_

Date the cheque is requested for (date): \_\_\_\_\_ What should we do with the cheque?

- Put it in your mail slot                       Telephone you                       Put it in the mail
- Other (please specify): \_\_\_\_\_

Comments or notes: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Approved by (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

*Please allow for at least two weeks between submission of completed cheque requisition form and receiving signed cheque.*

Office Use Only: Date Entered \_\_\_\_\_ Date Issued \_\_\_\_\_ Cheque # \_\_\_\_\_