



# 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.
- Board Officer expenses will be approved by another Officer.

\*\* 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 Bookkeeper's mail slot.

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

Please make cheque payable to: Name:

Address:

Cheque Amount:

Details:

Description of Expenditure(s):

Amount

Is this remuneration for services provided  yes  no

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:

Date: