

**UNITED METROPOLITAN MISSIONARY BAPTIST CHURCH  
REQUEST FOR CHECKS/DISBURSEMENT OF FUNDS**

TODAY'S DATE \_\_\_\_\_

I \_\_\_\_\_ of \_\_\_\_\_  
(Submitted by) – Please Print (Ministry/Organization/Auxiliary)

Here by request that United Metropolitan Missionary Baptist Church either pays or causes to be paid the amount of: \$ \_\_\_\_\_ ; \_\_\_\_\_ dollars  
Payable To \_\_\_\_\_

Vendor Account #/Invoice # (If Applicable) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain Purpose of Expenditure:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity/Occurrence/Happening \_\_\_\_\_

Receipts Attached  Invoice Attached  Expense Report Later  Other Support Attached  
(Please affix receipts to 8.5" x 11.0" sheet of paper with clear tape.)

PICK-UP BY: \_\_\_\_\_  Mail Check  Other \_\_\_\_\_  
Pick Up Person's name

Ministry/Church Account # \_\_\_\_\_ \$ Amt. \_\_\_\_\_  
Ministry/Church Account # \_\_\_\_\_ \$ Amt. \_\_\_\_\_  
Ministry/Church Account # \_\_\_\_\_ \$ Amt. \_\_\_\_\_  
Total \$ Amt. \_\_\_\_\_

Ministry Approval: \_\_\_\_\_ Approved Date: \_\_\_\_\_  
(Chairperson/President - Ministry/Organization/Auxiliary)

Executive Minister: \_\_\_\_\_ Approved Date: \_\_\_\_\_

Church Approval: \_\_\_\_\_ Approved Date: \_\_\_\_\_  
(Treasurer, Senior Pastor, Deacon Board Chair)

- \*Requests should be turned in no later than 12:00 Noon on **Tuesday** of each week.
- \*Checks are generally written on **Tuesday** Afternoon.
- \*Checks are generally signed on **Wednesday**.
- \*Checks are prepared for distribution on **Thursday**.
- \*Checks are normally available no later than **Friday** of each week