

Hickory Flat United Methodist Church

Purchase Request / Check Request Form

Date: _____

Purchase Request _____ (requesting pre-authorization) Check Request _____

GENERAL INFORMATION			
Payable To	_____		
Address	_____	Phone	_____
City	_____	State	_____ Zip _____
Date Required	_____	Total Amount	_____
Mail Check?	Yes / No		
Comments:	_____		
ACCOUNT DISTRIBUTION			
Account #	Account Description	Item Purchased/Requested	Amount
TOTAL			
REQUIRED SIGNATURES			
Requested By:	_____	Date:	_____
Approved By:	_____	Date:	_____
FOR FINANCE OFFICE USE ONLY			
Form 1099 (payee)* _____	Check Prepared By:	_____	
* Obtain Form W-9 from payee	Date Paid:	_____	
	Check No.	_____	
	Entered:	_____	
Comments:	_____		