

Mary Queen of Peace Parish Expenditure Check Request

Expenditure Date: _____ Amount: _____

Name of Person Requesting Check: _____

Describe nature of and purpose of the expenditure and where the expense is budgeted:

Expenditure Authorized by:

Signature:

Printed Name:

☐ Expenditures may be authorized via e-mail. Check here if the expenditure was authorized by e-mail in lieu of original signature. Attached e-mail to this form.

Commission Incurring the Expense:

If the expense is to be shared between two or more groups, please check all that apply and note the dollar split in the blank.

- | | |
|---|---|
| <input type="checkbox"/> Administrative – General Parish Admin \$ _____ | <input type="checkbox"/> Property & Facilities \$ _____ |
| <input type="checkbox"/> Adult Education \$ _____ | <input type="checkbox"/> RCIA \$ _____ |
| <input type="checkbox"/> Archives \$ _____ | <input type="checkbox"/> Religious Education \$ _____ |
| <input type="checkbox"/> Art & Environment \$ _____ | <input type="checkbox"/> Social Committee \$ _____ |
| <input type="checkbox"/> Flowers \$ _____ | <input type="checkbox"/> Social Concerns \$ _____ |
| <input type="checkbox"/> Friends of St. Anthony \$ _____ | <input type="checkbox"/> Spiritual Life \$ _____ |
| <input type="checkbox"/> Fundraising \$ _____ | <input type="checkbox"/> Stewardship \$ _____ |
| <input type="checkbox"/> Household (Rectory) \$ _____ | <input type="checkbox"/> Women's Club \$ _____ |
| <input type="checkbox"/> Music Ministry \$ _____ | <input type="checkbox"/> Youth Ministry \$ _____ |
| <input type="checkbox"/> Mission \$ _____ | <input type="checkbox"/> Other \$ _____ |

Check to be made payable to (Payee):

Hold for Pick Up ☐ ~ or ~ Mail ☐ If the check is to be mailed, please note the mailing address below.

Name: _____

Address Line 1: _____

Address Line 2: _____

State: _____ Zip: _____

For Office Use Only:

Check Date:	Check #:
JE Date:	JE Ref Number:
DR Account:	CR Account:
DR Account:	CR Account:

Check requests will not be considered for payment unless accompanied by original receipts/invoices.