

## KIRK CHECK REQUEST/VOUCHER

### Instructions:

- 1) Enter data: move cursor to each box, left click, type, and repeat for next box.
- 2) Print Check Request/Voucher and attach to invoice.
- 3) E-mail authorized Check Request/Voucher attachment to Barb Masie ([bmisie@kirkofofkildaire.org](mailto:bmisie@kirkofofkildaire.org)). Note: voucher must include an account number.
- 4) Barb will prepare check and distribute as instructed.
- 5) **Whoever initiates voucher should place hard copy of Check Request/Voucher attached to invoice or other document(s) in Barb's box.**

Date:

Pay to:

Routing instructions or address to mail to:

Amount of Check:

Date Needed:

Purpose of Expenditure:

Comments or special instructions:

Account Number:

Requested by:

Authorized by