

Unity in Frederick
A Spiritual Community
CHECK REQUISITION FORM

Date: _____

Payee: _____
(To whom the check is written)

Purpose: _____
(What was purchased and for what event/use)

Amount: \$ _____
(Total for check)

Posted: _____
(Office use only)

Approvals: _____
(Office use only)

Committee Team Leader: _____
(Signature)

Minister: _____
(Office use only)

Account to be charged: _____

(For office use)

Budgeted: _____ **yes** _____ **no**
(For office use)

Please submit this form with ALL receipts (or copies) to the office or via email to unityfrederick@verizon.net

Checks are written once per week and require two signatures. Payment may take up to one week to process.