

UMCG Check Request Form

To be completed by requester

Reason for Requesting Check:

Requester:

Amount:

Need by Date:

Payable to:

Street Address1:

Street Address2:

City, St. Zip:

Mail to Above Address

Return to Requester

Date

Requester Signature:

Account to Charge to:

(See the back of the form for a list of accounts)

Date

Approver Signature:

Instructions

Check Requests for reimbursement of out-of-pocket cash/credit expenditures must have itemized receipts attached. Requests for bill payment must have a copy of the bill to be paid. Please complete ALL requested information. The request must have two signatures, it must be signed by the requester and by the approver for the account being charged. Completed requests and receipts are to be submitted to the Financial Secretary's mailbox in the copy room. If submitting the request electronically the completed request form (PDF) should be emailed from the requester to the approver, and from the approver to finance@genevaumc.org with the words 'Approved for Payment' in the email. No signatures are required on electronic request forms but receipts must still be provided in the email. Reimbursement is not provided without receipts providing the actual payment. No cash reimbursements are allowed.

Please allow 5 business days for checks to be prepared/mailed

ACCOUNT NUMBERS - APPROVERS

YOUTH ACCOUNTS - Director of NextGen Ministries

333 ASP

315 JR. HIGH

316 SR. HIGH

CHURCH IN SOCIETY ACCOUNTS - Chair of CiS

311 CiS BUDGET MISC.

346 HESED HOUSE

320 HOLY CASSEROLERS

347 LAZARUS HOUSE

MISSION ACCOUNTS - Chair of Missions

304 MISSION MISCELLANEOUS

310 HAITI (Grace Hospital)

323 KIDS ALIVE (Haiti/DR)

TRUSTEES ACCOUNTS - Chair of Trustees

371 MEMORIALS

351 COLUMBARIUM

317 GARDEN MEMORIAL

375 TRUSTEE RESERVE ACCT

952 MAINT CHURCH

953 MAINT ELEVATOR

954 MAINT CENTER ST PARSONAGE

955 MAINT PEPPERVALLEY PARSONAGE

956 UTILITIES CHURCH

957 UTILITIES CENTER ST PARSONAGE

958 UTILITIES PEPPER VALLEY PARSONAGE

OFFICE/STAFF ACCOUNTS

305 COMMUNICATIONS/WORSHIP -**Dir of Operations**

332 CONTINUING ED - **Senior Pastor**

340 LAY MINISTRIES - **Senior Pastor**

314 MUSIC DISCRETIONARY - **Dir of Music Ministries**

372 OPERATING-FINANCE - **Chair of Finance**

OTHER ACCOUNTS

349 ADULT ED

303 CHRISTIAN ED

886 HOSPITALITY COMMITTEE - **Dir of Operations**

391 UMG Fund - **Chair of UMG Fund**

382 GENERAL SCHOLAR - **Chair of Scholarship**