



Haughville SDA Praise & Worship Center Financial Request Form

Please complete the form below, check the appropriate expense ministry, attach supporting documentation, i.e., packing slips, invoice, receipts, contract, etc. and obtain an authorization signature. All approved requests must be hand-delivered **by 8:00pm on each Wednesday** to have a signed check for the upcoming Sabbath.

- Expense Reimbursement** (all supporting documentation, i.e., receipts must be attached prior to processing the reimbursement)
- Advance for Purchases** (all supporting documentation must be submitted within seven (7) days in order to receive future checks)
- Honorarium** (if \$600 or over, recipient must complete a W-9 form and return to the accounting department)
- Purchase Order** (Request for services to be performed & vendor will directly bill. Must submit proof of purchase to accounting)

Date of Request: _____

Request Submitted By: _____ Telephone #: _____

Check Amount: \$ _____ Date Check Required: _____

Make Check Payable to: _____

Pick-up Person: _____

Business or Name: _____

Address: _____

City: _____ State: _____ Zip: _____

- Mail to Recipient Pick-up in Treasury
Checks picked up must be signed for.

Please provide purpose, the activity or event, including the date: Is there a contract or agreement? Yes No N/A

The signature below indicates authorization for the above Check Request/Advance/Honorarium/or Purchase Order.

Department making request _____

Department Head Signature

Date