

Treasurer's Office Check Request

The Northern Illinois Conference
The United Methodist Church
303 E Wacker Dr Suite 2020 Chicago, IL 60601
312-346-9766 ext. 726 Fax: 312-346-9760
E-mail: nminter@umcnic.org

Date of this request: _____

Make Check Payable to: _____
(Please print)

Mail Check to: _____
(Please print)

Address: _____

Title of Fund: _____

Amount Due: \$ _____ Please attach all receipt(s), invoices or documentation)

Description of Expenditure(s), event or directions:

Authorization : _____ Date: _____

Your e-mail: _____

Please send to the attention of Accounts Payable Specialist 303 E Wacker Ste. 2020, Chicago, IL 60601. Your check will be processed in 7 business days:

(Conference office use)

Date Received: _____ Authorized by: _____

Expense #: _____ Fund #: _____ Group #: _____
GL

Treasurer: _____ Title: _____

Check Number: _____ Date check mailed: _____