

Treasurer's Office Check Request

The Northern Illinois Conference

77 W. Washington St. Suite 1820, Chicago, IL 60602
312-346-9766 ext. 726
E-mail: nminter@umcnic.org

United Methodist Church

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: _____

Authorized in the local church by Pastor only _____ Date _____

Your name & phone # _____

Your e-mail _____

Please send to the attention of Accounts Payable 77 W. Washington St. Suite 1820, Chicago, IL 60602
Check will be returned (or sent) in (10) business days.

(Conference office use)

Date Received _____ Authorized by _____

Expense # _____ Fund # _____ Group # _____

GL

Treasurer: _____ Title: _____

Check number: _____ Date check mailed _____