



First Church in Salem, Unitarian Universalist

If you have any questions please contact Catherine Bertrand,
Congregational Administrator at
firstchurchinsalem@gmail.com.

CHECK REQUEST FORM

DATE OF REQUEST: _____

NAME: _____

EMAIL: _____

PHONE: _____

MAILING ADDRESS: _____
(if check is to be mailed)

PLEASE NOTE IF YOU HAVE **REMIBURSEMENT REQUEST PLEASE SUBMIT A BLUE REIMBURSEMENT REQUEST FORM AND ALL RECEIPTS.** THIS FORM IS FOR CHECK REQUESTS AND INVOICES ONLY. THANK YOU!

NAME FOR CHECK	
LINE ITEM # OR COMMITTEE	
REASON FOR REQUEST	
CHECK AMOUNT	

NOTES FOR BOOKKEEPER/ADMINISTRATOR/TREASURER:

PLEASE ATTACH INVOICE. THANK YOU!