**SOUTHSIDE PRESBYTERIAN CHURCH CHECK REQUEST FORM**

**GUIDELINES:**

* Check Request forms submitted by anyone who is not an Elder must be signed by the appropriate ministry team chair or Alison Harrington. Elders may authorize their own Check Request Forms. Check Request Forms submitted without an authorized signature will be returned for completion.
* Checks will be issued the Sunday following the receipt of the Check Request Form in the church office. For example, if a Check Request Form is submitted to the church office by Friday, the check will be issued the following Sunday. Checks for requests submitted on Saturday or Sunday will not be issued until the following weekend.
* If the “Check Made Out To” portion is left blank, forms will be returned for completion.

**DATE OF REQUEST**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSON MAKING REQUEST:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORIZED BY: (Ministry Team Chair)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **MINISTRY TEAM** | **BUDGET LINE ITEM:****# AND/OR NAME** | **AMOUNT** | **COMMENTS** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**TOTAL AMOUNT OF CHECK:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECK MADE OUT TO**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECK #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [leave blank for use by Treasurer]**

***PLEASE ATTACH ALL RECEIPTS TO THIS REQUEST.***

***PLEASE SEE REVERSE FOR AUTHORIZED SIGNERS PER MINISTRY TEAM.***

**LIST OF MINISTRY TEAMS AND AUTHORIZED SIGNERS:**

|  |  |  |
| --- | --- | --- |
| Robin ZengerFacilities & Maintenance | rzenger@email.arizona.edu | 520-971-0663 |
| Corinne ChavezCongregational Nurture  | corinnechavez@msn.com | 520-792-4799 |
| Leslie CarlsonClerk of Session  | lacarlson@cox.net | 520-792-1596 |
| Kevan ChuchChildren & Youth  | kachuc1@email.arizona.edu | 520-661-7262 |
| Travonne SmithChildren & Youth | viviantravonne@gmail.com | 520-333-5565 |
| Greg LewisSocial & Environmental Justice | gaaga@theriver.com | 520-326-6452 |
| Dorsett EdmundsSocial & Environmental Justice | dorsette@gmail.com | 520-661-6197 |
| Karan StewartCommunity Engagement  | karanstewart@hotmail.com | 520-239-6512 |
| Lisa AndersonAdult Education  | bellissi@cox.net | 520-326-3430 |
| Mark Rein’l BautistaWorship  | contraturtle@gmail.com | 520-326-5557 |
| Kim FreidahPersonnel | kimfbrown@gmail.com | 520-878-8526 |
| Josefina AhumadaStewardship & Finance | josefina.ahumada@asu.edu | 520-481-2532 |