**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 Zenger  Facilities & Maintenance | rzenger@email.arizona.edu | 520-971-0663 |
| Susan Halversen  Congregational Connection | susan@halversen.com | 520-303-3015 |
| Corinne Chavez  Congregational Nurture | [corinnechavez@msn.com](mailto:corinnechavez@msn.com) | 520-792-4799  520-993-1403 |
| Leslie Carlson  Clerk of Session | lacarlson@cox.net | 520-661-6686 |
| Kevan Chuc  Children & Youth | [chuc@mindspring.com](mailto:chuc@mindspring.com) | 520-661-7262 |
| Travonne Smith  Children & Youth | [travonnejsmith@gmail.com](mailto:travonnejsmith@gmail.com) | 520-389-4233 |
| Greg Lewis  Social & Environmental Justice | gaaga@theriver.com | 520-326-6452 |
| Dorsett Edmunds  Worship | dorsette@gmail.com | 520-661-6197 |
| Doug Larson  Social & Environmental Justice | dflarson@u.arizona.edu | 520-241-3174 |
| Karan Stewart  Community Engagement | karanstewart@hotmail.com | 520-239-6512 |
| Lisa Anderson  Adult Education | bellissi@cox.net | 520-971-6500 |
| Kim Freidah  Personnel | kimfbrown@gmail.com | 520-878-8526 |
| Josefina Ahumada  Stewardship & Finance | josefina.ahumada@asu.edu | 520-481-3532 |