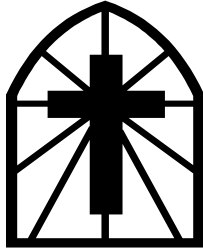


Attach Receipt  
To Back



Horne Memorial United Methodist Church  
Check Request

Today's date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Person Requesting Check: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Fund or Budget category to be charged and amount:

Fund: \_\_\_\_\_ Amount: \_\_\_\_\_

Fund: \_\_\_\_\_ Amount: \_\_\_\_\_

Fund: \_\_\_\_\_ Amount: \_\_\_\_\_

Fund: \_\_\_\_\_ Amount: \_\_\_\_\_

NC Sales Tax Amount: \_\_\_\_\_ **Total Amt:** \_\_\_\_\_

(please pull tax amount out of total – your fund will not be charged this amount)

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Instructions: \_\_\_\_\_

Committee/Department Authorization: \_\_\_\_\_

**REQUIRED**

**Request received by Monday AM will be processed that week, if funds are available and request has correct authorization. Thank you!**  
Church Treasurer, Carol Houston 919-801-2156 or [carol.houston@horneumc.net](mailto:carol.houston@horneumc.net)