



**Middleton Community United Church of Christ  
645 Schewe Road, Middleton, WI 53562**

**CHECK REQUISITION  
(PLEASE PRINT)**

Date: \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_

Receipt Attached:  YES  NO  
If no receipt, reason why not: \_\_\_\_\_  
\_\_\_\_\_

Check To: \_\_\_\_\_

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

Description of Purchased Item (Please be <u>SPECIFIC</u> , i.e. Offering envelopes or Easter Music):	AMOUNT	Account to be Charged (i.e., 5.410.100 – Office Supplies) :
	\$	

**(IF A DESCRIPTION IS MISSING OR IS NOT CLEAR, THE REQUISITION WILL BE RETURNED TO YOU FOR THAT CLARITY OF PURPOSE. Many thanks!)**

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

Requested by: \_\_\_\_\_



*Office Use Only:*

Board Chair: Board of \_\_\_\_\_

Treasurer: \_\_\_\_\_

Bookkeeper: \_\_\_\_\_

CHECK NUMBER: # \_\_\_\_\_ DATE: \_\_\_\_\_