



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 SPECIFIC, 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: _____