Attach receipt
behind here.

Check request form

Please complete 1 through 8.

1. **Check Payee** _____

2. **Date** _____

3. **Requested by** (If different than payee.) _____

4. **Auxiliary Leader Signature** _____

5. **Choose 1 check box:** If more than one budget is needed, fill a new form for each budget.

Ward Budget:

☐ Administration	☐ Primary	☐ Young Women
☐ High Priest	☐ Relief Society	☐ Youth Temple Trip
☐ Elders Quorum	☐ Seminary	☐ YW Girls Camp
☐ Library/Copies/to	☐ Activity committee	☐ Boy Scouts
☐ Manual/Teaching M	☐ Boy Scout Camp	☐ Cub Scouts
☐ Missionary	☐ YM/YW Joint Activity	
☐ Music	☐ Young Men	

Other: Items or services for which money has been raised locally.
This money will stay in ward after year end. Use ward budget first.

☐ Christmas	☐ Other-Girls Camp
☐ Cub Scouts	☐ Other-Boy Scout Camp
☐ Other: _____	

Fast Offering:

☐ Food ☐ Housing ☐ Medical ☐ Utilities ☐ Other

_____
Fast Offering Recipient (If applicable)

6. **Purpose of Expenditure** (Party, social, food, refreshments, awards, postage, supplies, etc.) _____

7. **Check Amount** $_____

8. **Sales Tax** Add tax from all receipts. Please keep personal expenses on separate receipts. $_____

For office use. Fill out everything above this line.

Bishop Signature _____ **Check Date** _____ **Check Number** _____