

Instructions for Completing the Diocese of Northwest Texas Check Request Voucher

Purpose of this form:

Use this form to request the diocese to produce checks for the following purposes:

1. Checks payable to a third party for diocesan expenses.
2. Checks payable to an individual to reimburse diocesan expenses (other than normal Meeting & Travel or Continuing Education expenses) paid by the individual on behalf of the diocese.

Examples:

- Use this form to request a diocesan check payable to a third party out of any diocesan account line item (*including* Meeting & Travel or Continuing Education).
- Use this form to request reimbursements to individuals for expenses already paid on behalf of the diocese associated with any diocesan account line item (*excluding* Meeting & Travel or Continuing Education).
- **Do not** use this form to request reimbursement for individual expenses associated with Meeting & Travel or Continuing Education line items. For reimbursement of those line items use the "Diocese of Northwest Texas Reimbursement of Meeting & Travel and Continuing Education Expenses" form.

Instructions:

Important Note: The date of the request for reimbursement *cannot* be more than 60 days from the date the expense was incurred. Requests for reimbursement beyond this 60-day requirement will *not* be honored.

Payable to: Include the complete name and address of the agency or person to whom the check should be made payable. Use a different form for each payee.

Date: For third-party check requests use the date of the request. For reimbursement check requests use the date(s) of the original expense(s).

Account / Line Item: The account(s) (Budget, Conference Center, Trustee, SADE, etc.) and individual line item(s) to which this expense should be charged.

Specific Purpose: The specific business reason for this check request. Use all the space needed.

Amount: The amount of each expense. The total expenses within the budget year for each line item must not exceed the budgeted amount.

Check Total: The dollar amount that should appear on the check.

Requested By: Include the name, address, phone number and signature of the requester and the date of the request.

Diocesan Approval By: The signature of a diocesan administrator and the date the request was approved.

Documentation: Some form of documentation is required for all requests. Third party payments require a bill or written request. Individual reimbursements require a receipt.