

SPOKANE NORTH STAKE CHECK REQUEST

Date: _____	Amount: _____
Payee: _____	_____
Mailing Address: _____	Stake Aux. Leader Approval*
City/State/Zip: _____	_____
PURPOSE: _____	Stake Presidency Approval

EXPENSE CATEGORY (Please mark one):

- | | |
|--|---|
| <p><u>Budget</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Activities <input type="checkbox"/> Administration <input type="checkbox"/> Stake Conference <input type="checkbox"/> Stake President Activities <input type="checkbox"/> Seminary <input type="checkbox"/> High Priests <input type="checkbox"/> Priest/Laurel Activity <input type="checkbox"/> Public Affairs <input type="checkbox"/> Family History Center <input type="checkbox"/> Youth Combined <input type="checkbox"/> Youth Dances <input type="checkbox"/> Youth Trek <input type="checkbox"/> Primary <input type="checkbox"/> Relief Society <input type="checkbox"/> Single Adults 30+ <input type="checkbox"/> YSA (Stake) <input type="checkbox"/> Young Men <input type="checkbox"/> Young Women | <p><u>Other</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Scout Day Camp - 11 yr olds <input type="checkbox"/> Regional Young Singles <input type="checkbox"/> Zion's Camp <input type="checkbox"/> Missionary Housing <input type="checkbox"/> Regional Singles Conference <input type="checkbox"/> Misc. (Describe below) <hr/> <p><u>Receipt Calculator (optional)</u></p> <p>Receipt #1</p> <p>Receipt #2</p> <p>Receipt #3</p> <p>Receipt #4</p> <p>Receipt #5</p> <p>Receipt #6</p> <p>Receipt #7</p> <p>Receipt #8</p> <p>Total: \$ -</p> |
|--|---|

IMPORTANT INFORMATION ABOUT PROCESSING OF CHECK REQUESTS:

* - Stake Aux. Leader is president or assigned high councilor; authorizing verifies the request is within budget.
 A member of Stake Presidency must approve the expenditure before a check will be prepared.
 Approvals may be by email from the email address on file in the on-line Church Directory.
 Please attach receipt(s) for all requests; if no receipt is available, provide an explanation. (Scans are okay.)
 Advances require Stake President's prior approval; receipts or the return of excess funds are expected
 within two weeks after the activity requiring the advance is completed.
 Requests without proper approvals or with incomplete information may delay processing.
 Check requests with all required information are generally processed weekly, but please allow for 2 weeks.