

PRESBYTERY OF SUSQUEHANNA VALLEY
5811 Heritage Landing Drive, 2nd Floor, East Syracuse, NY 13057-9360
Email with Receipts attached to: finance@susvalpresby.org

Date: _____

REQUEST FOR CHECK

Payable to _____ **Tax ID** _____

Address _____

Purpose _____

Amount \$ _____ Committee to be Charged _____

Budget Account to be charged _____ Account # _____

Signature of Requestor _____ Disbursement Date _____

Chairperson/Authorized Signature _____

All requests must include appropriate documentation and requests over \$1,000 must have committee minutes substantiating request attached.

Rev12-22-2014

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