

**Chinese Bible Church of Maryland
Check Request Form**

Finance Dept. Use Only	
Check number	
Check Amount	
Check Date	

Issue Check To (or Vendor #)		Check the appropriate request
Address		<input type="checkbox"/> Reimbursement
		<input type="checkbox"/> Invoice Payment
		<input type="checkbox"/> Paid via CBCM Credit Card # _____
Phone Number		<input type="checkbox"/> Pay in Advance
Email		<input type="checkbox"/> Other
Invoice Number & Date		

Date	Amount	Dept. Code	Account Code	Description
Total	\$ -			

Department Name	Printed Name (Requester)	Submitted By (Signature)	Date
Department Name	Printed Name (Approver)	Authorized By (Signature)	Date

Receipt Requirements:

1. Original receipts must be submitted and firmly taped to 8-1/2 x 11 paper.
2. Electronic receipts may be submitted, given that they indicate payment method.
3. Church credit card purchase approved vouchers and receipts must be submitted within 15 days of the purchase.

Price Comparison/Decision Statements:

1. The purchase of items or services between \$700 and \$2,500 (except for Physical Facility) shall require 2 quotes, and a purchase decision statement shall be submitted along with this voucher.
2. For purchases exceeding \$2,500 (see exceptions in Budget Policy Article 3.2.8.3), a price comparison report (e.g. comparing prices and/or specs of product and services, etc.) consisting of 3 quotes shall be reviewed by the Budget Committee (BC) prior to actual purchase.