



## DISBURSEMENT FORM

Checks Payable to \_\_\_\_\_

**CHOOSE\***

E-Chk ☐

Phy. Chk ☐

*\*E-Checks (E-Chk) are processed within 2 business days.  
Physical check (Phy. Chk) disbursements are processed once a week on Wednesdays.*

Address: \_\_\_\_\_

Email: \_\_\_\_\_ (E-checks only)

Date Requested: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Ministry: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

For: \_\_\_\_\_

Ministry Servant Leader: \_\_\_\_\_

Staff Liaison: \_\_\_\_\_

*(All request need to be signed or submitted via email by Staff Liaison)*

Finance Department Approval: \_\_\_\_\_

### NOTE:

- All disbursements are subject to department head and finance approval.
- Incomplete forms will not be processed.
- Forms must be submitted no later than Tuesday to be processed same week.