ISSUE CHECK REQUEST

St. Joseph the Worker Parish
700 E Spruce Street
Chatham, IL 62629
Phone 217-483-3772 Fax 217-483-4581 www.stjoschatham.org

PAYEE:

INTERNAL USE:

REQUEST SUBMITTED BY: **Date Submitted:**

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	TOTAL		

IF YOU ARE REQUESTING A CHECK:

1. YOU ARE RESPONSIBLE FOR ATTACHING ALL ORIGINAL INVOICES
2. YOU ARE RESPONSIBLE FOR COMPLETING YOUR NAME & ADDRESS
3. CHECKS ARE WRITTEN ON THE 8TH AND 23RD OF EACH MONTH, YOU ARE RESPONSIBLE FOR SUBMITTING INVOICES PRIOR TO THEIR DUE DATE TO MEET THESE PAYMENT DATES.

(P:\\SJWSRV03\common\Forms\OFFICE\Issue Check Request Rev 20220429)