



East Bay Convoy of Hope® Check Request Policy

- 1.) Secure a copy of the Check Request Form from the Finance Department Web Site at [Http://www.EastBayConvoy.org/finance.html](http://www.EastBayConvoy.org/finance.html)
- 2.) You may either:
 - print the .PDF Check Request Form and fill it in by hand; or,
 - type in the .PDF Check Request by “tabbing” through the fields and using the “auto-fill” features. You may print and/or save when done. (Please note that the description area at the bottom left does not word-wrap and is comprised of four separate fields.)
- 3.) Please make sure that all the fields are completed.
- 4.) If you are not a Team Leader, then obtain your Team Leader’s approval and signature before submitting the check request. **All reimbursement requests must have Team Leader approval before checks can be processed.**
- 5.) Attach bid or proposal documentation (if available) with the request. **Copies of receipts for goods or services to be submitted back to the Finance Department within 14 days of payment.**
- 6.) All check requests received by Wednesday night will be processed by the end of the week. Checks should be available for pick-up by mid-day Monday of the following week.
- 7.) If you have any questions, please contact:

Terry Lengefeld – church office at 458-9100 x 819 or E-mail to Terry@CalvaryTemple.org

Mark Pryor - cell direct at 925-595-4188 or E-mail to MarkPryor@aol.com