



NORTH CARIBBEAN CONFERENCE OF SDA

CHECK/CREDIT CARD REQUEST FORM

		DATE OF REQUEST:			
PAYABLE TO:			AMOUNT REQUESTED:		
Make Check as follows:	Bank	US \$	\$		
	Bank	EC \$	\$		
	Bank	FL \$	\$		
<input type="checkbox"/> Check here if this is a Travel Advance	Travel Dates:				
DESTINATION:					
DESCRIPTION:					
DEPARTMENT NAME:					
DEBIT THE FOLLOWING ACCOUNTS:				\$	
				\$	
Please Select an Option:	<input type="checkbox"/> I will pick up check at Window	<input type="checkbox"/> Please place in my office mailbox			
	<input type="checkbox"/> Please ADD TRAVEL REIMBURSEMENT to my salary				
CREDIT CARD REQUEST					
		<input type="checkbox"/> American Express	<input type="checkbox"/> Master Card		
NAME OF VENDOR:					
DEBIT THE FOLLOWING ACCOUNT:					
Description of request:					

Signature of Requester/Director:

CHECKLIST: BE SURE TO INCLUDE DOCUMENTS & NECESSARY PAYMENT INFORMATION

SUPPORTING DOCUMENTS ATTACHED: Invoice Contract Original Receipt Registration Form

BELOW FOR TREASURY USE ONLY				
REQUEST WAS:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	BY:		
YOUR REQUEST WAS DENIED FOR THE FOLLOWING:				
<input type="checkbox"/> No / Insufficient Supporting Documents				
<input type="checkbox"/> Departmental Account Over-Budget				
<input type="checkbox"/> Other:				
Account #:	Sub-Account:	FUND	FUNCTION	RESTRICTION
CURRENT BALANCES:	Overseas Travel: \$		Departmental Expenses: \$	
AUTHORIZED SIGNATURE:				Date:

The Treasury Department of the North Caribbean Conference looks forward to assisting you in your Ministry initiatives and Travel Itineraries, across the various islands in the territory. With this in mind, we would like you to assist us in ensuring that your financial needs are met, in a seamless manner.

Kindly pay keen attention to the information outlined.

- ✓ All check requests MUST be submitted at least three (3) business days BEFORE the day of travel, and allow 3 business days for processing. Requests should be submitted no later than 12:00 noon. Checks can be collected on the 3rd business day, any time after 3:00 p.m.
- ✓ Travel Reports MUST be submitted no later than three (3) business days after return from your trip, OR before the next travel date, if less than three (3) days. Reimbursements will follow the same check request and distribution schedule.
- ✓ Please refrain from submitting a request today for tomorrow. These requests will only be honored in extreme situations, which would be determined accordingly.
- ✓ Request other than for travel advance requires the same process.
- ✓ This form is editable and can be completed and submitted electronically. Requests submitted by email should be sent to Mrs. Opal Rose – orose@northcarib.org or they can be submitted at the Treasury window. This form is available on the NCC website.
- ✓ If requests or reports are completed in handwriting, please ensure that they are legible; this also follows for attached receipts.
- ✓ The North Caribbean Conference Check Request Form MUST be used; no other request forms will be accepted.
- ✓ Reports/requests (with the exception of Travel Advances) MUST be accompanied by proper documentation in order to be processed. Requests not properly prepared, will be returned to the requestor for updating; therefore resulting in the delay of processing the request until the following check run.
- ✓ You are also reminded that advance expenditures should not be made without prior authorization from the Treasurer.
- ✓ Travel Advance and a Credit Card request can be made on the same form, as long as they are requested during the same time period.

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Thank you for your cooperation.