

**CHECK REQUEST**  
**Colorado District of the Church of the Nazarene**  
PO Box 76570 Colorado Springs, CO 80970-6570

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

Budget / Department: \_\_\_\_\_

Item: \_\_\_\_\_

Purchase approved by: \_\_\_\_\_

Actual Amount: \$\_\_\_\_\_ (attach itemized receipt)

Person or Company to be paid: \_\_\_\_\_

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