

CHECK REQUEST FORM

REQUEST MUST BE FILLED OUT COMPLETELY BEFORE CHECK WILL BE ISSUED

Request Date _____ Date Check Needed _____

Ministry _____ Ministry Leader _____

Person requesting check _____ Check Amount _____

Purpose/reason for check _____

Make check payable to _____

Obligation of fund _____

Ministry leader signature _____

Staff signature _____

Treasurer's signature _____

Indicate what you want to happen to the check (if you don't indicate a method the check will be held by treasurer until instruction is received).

Mail _____

Put in church office box _____

Give to _____

If this is a check advance please provide estimates and reason for the amount requested.