

# Check Request Form

*Instructions: Please submit completed form to Ministry Head for approval;  
Submit approved form to Church Secretary for payment*

Make check payable to: \_\_\_\_\_

Mailing address and zip: \_\_\_\_\_  
\_\_\_\_\_

Reason for check: \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

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

Check Amount: \$ \_\_\_\_\_.

Account #: \_\_\_\_\_

\* If more than one account, print SPLIT above and indicate how total amount should be allocated below:

Account #	Amount:
Account #	Amount:
Account #	Amount:
Account #	Amount:
Account #	Amount:
Account #	Amount:
Account #	Amount:
Account #	Amount:

## Church Office Use Only

Approved by: \_\_\_\_\_  
Date approved: \_\_\_\_\_  
Check #: \_\_\_\_\_



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