CHECK REQUEST

Date:_____ Person Requesting Expenditure:_____

Payee:_____

Address of Payee:_____

City:_____State:_____Zip:_____

Total Amount of Check:_____

Date Needed:_____

Acct# _____
Budget _____
Available _____

Acct #	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

◊ Mail directly to Payee

◊ Mail with attachment to Payee

◊ Give check to Requester

◊ Other_____

Department Head's Initials_____

Pastor's Initials_____