



# Check Request

Requested by (please print): \_\_\_\_\_

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

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

Description	Account #	Total
<b>TOTAL:</b>		

**Church Check Payable To:** (Name & Address, please print)

Check will be mailed from the Bank unless "Yes" is circled below to request the check delivered in person.

YES

Ministry Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Treasurer Use Only

**Check Issued by:** Bill Pay \_\_\_ or Check # \_\_\_\_\_

**Issue Date:** \_\_\_\_\_