





THIS FORM MUST BE SUBMITTED AT LEAST ONE (1) WEEK IN ADVANCE OF THE DESIRED CHECK DATE.

REQUESTOR INFORMATION			
Requestor's Name:		Date:	
Ministry (if applicable):			
DAY/DE DIE			
PAYEE INFORMATION			
Make Check Payable To:		Date Check Is Needed:	
Payee's Address:	OR	Give Check To:	
DETAILED REASON FOR CHECK			AMOUNT
PASTOR'S APPROVAL.		DATF.	