

GETHSEMANE BAPTIST CHURCH
CHECK REQUEST FROM

DATE: _____

TO: MINISTER OF FINANCE

MINISTRY MAKING REQUEST: _____

PAYEE: _____

REASON FOR REQUEST: _____

AMOUNT OF REQUEST: \$ _____

DATE CHECK IS NEEDED BY: _____

CHECK APPROVAL: _____

CHECK DISBURSEMENT:

MAIL

RETURN TO REQUESTER

WILL PICK UP

FOR OFFICE USE ONLY

PLEASE CHECK ONE:

PRIMIS BANK ()

TRUIST BANK ()

FAFCU ()

PLEASE CHECK ONE:

CHURCH () CEC () G-GRILL ACCOUNT () OTHER ()

DATE CHECK WRITTEN: _____

CHECK NUMBER _____

BUDGET ITEM NAME: _____

BUDGET NUMBER: _____

INVOICE OR RECEIPT ATTACHED () YES () NO

**PLEASE NOTE: ALL CHECK REQUEST MUST BE TURNED IN AT LEAST TWO WEEKS
BEFORE CHECK IS NEEDED!!!! THANK YOU!!! JOY AUGBURN**