

## GARRIS CHAPEL CHURCH CHECK REQUEST

DATE \_\_\_\_\_

NEED CHECK BY: \_\_\_\_\_  
Date

MAKE PAYABLE TO: \_\_\_\_\_

MAIL / GIVE TO: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

EXPLANATION	BUDGET ACCOUNT	AMOUNT
<b>TOTAL CHECK AMOUNT</b>		

REQUESTED BY: _____	APPROVED BY: _____
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CHECK # \_\_\_\_\_  
DATE PAID \_\_\_\_\_

**Instructions:**

*This form should be completed by the person requesting the check and forwarded to the committee chair for approval. Supporting documents such as receipts, invoices, etc. must be attached to the form before forwarding for approval. Once approved, the committee chair should forward to the Church Treasurer with all documents attached so that the check may be written.*

08/10/15