



RESTORATION CHURCH

Check Request Form

Date of Request:	
Amount Requested:	
Check Payable to:	

Routing instructions:

- Email me when the check is ready, and I will arrange to pick it up from you.
- Text me when the check is ready, and I will arrange to pick it up from you.
- Pay vendor directly. Please mail check to me.
- Other: _____

(Provide email, cell phone or mailing address if not already known)

Description of Goods/Services: *Attach receipt, statement or invoice as appropriate.*

Ministry team and budget line items(s) to be charged:

<u>Budget or fund</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

Signature: _____ Date: _____

You may email your check request and all supporting documentation to agathje@restorationrva.org or hand deliver to our office. If you have any questions or concerns email the above address.

For Office Use Only

Approval By: _____ Date: _____

Date Paid _____ Check # _____