

## Chatham Bible Church Check Request Form

Requestor Name:		Request Date:
Make Check Payable To:		
<b>Account and explanation of expenditures</b>		
Account (see "Account Listing"):		
<b>Sub-account</b> (see "Account Listing")	<b>Brief Explanation</b>	<b>Amount</b>
<b>TOTAL</b>		
<b>Check Delivery</b>		
<input type="checkbox"/> Mail Check	If "Mail Check," provide address:	
<input type="checkbox"/> Give Check to Requestor		
<input type="checkbox"/> Place Check in Requestor's Folder		

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature of requestor's ministry leader is required only for checks over \$250)*

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