CHECK REQUISITION

Big Bend Cowboy Church

P.O. Box 1266 Alpine, Texas 79831
Phone (432) 294-0194

www.bigbendcowboychurch.com

DATE OF REQUEST:_____

PERSON MAKING REQUEST:

CHECK PAYABLE TO:

DATE CHECK NEEDED	PAYMENT TYPE	CHECK AMOUNT

DESCRIPTION	AMOUNT

Charge to:

1. Please complete form and deliver to church office.
2. Please use a "Sales Tax Exemption Form" when making purchases for the church.
3. Checks are normally printed on Monday and signed by Wednesday. Please check with the Church Treasurer if this schedule needs to be modified.
4. For reimbursements, please submit all receipts/documentation with this form.

Requested by *Date*