

CHECK REQUEST

Person requesting check: _____ Ministry Team: _____ Date: _____

Pay to: _____ Vendor #: _____

Address: _____

City: _____ State: _____ Zip: _____

Purpose of purchase: _____

Invoice No. **Team Account #** **Account Description** **Amount**

APPROVED: _____ **Date:** _____ **Sent to Luca** **TOTAL:** _____