

Calvary Baptist Church “The City of Refuge”

Check Request Form

Instructions:

1. Use this form to request a check to purchase goods and services for the church with a church check or to request reimbursement for ministry expenses.
2. Turn this form, along with all **original receipts**, once it is completed, including the proper ministry noted, and **signed by the appropriate Ministry Leader** if applicable into the Church Office. **This is so that the Church Office can meet both the church and IRS requirements.**

Payable To: _____

Address: _____

Phone Number _____

Email Address _____

Will Pick Up Check On: _____ Finance Office to Mail Check Leave Check in Requestor's Box

Quantity	List Items to be Ordered or Purchased	Price Each	TOTAL
GRAND TOTAL			

Account Distribution			
Ministry/Event	Account Name	Account #	Amount

Requested By: _____ Phone: _____ Date: _____

Approved By Ministry Leader: _____ Date: _____

Approved By Church Pastor: _____ Date: _____