Faith
Presbyterian
Church (USA)

Check Request Form

Person requesting check:_____   Date:_____

Check amount: _____

Make check payable to: _____

Address: _____
Street   City   State   Zip Code

Mail Check: ☐ Yes ☐ No   Hold Check for:_____

Purpose: _____

If this check is for goods, have they been received ☐ Yes   ☐ No   ☐ N/A

If not, when will they be received? _____

Budget account to be charged: _____   **Amount:** _____

Budget account to be charged: _____   **Amount:** _____

Requestor: _____   _____
Printed Name   Signature

Approved: _____   _____
Printed Name   Signature

If over $500 second approval: _____
Printed Name

_____
Signature

If goods have not yet been received, retain a copy of this request and submit the copy when the goods arrive.

I certify that the church has received the requested goods. _____
Printed Name

_____
Signature