



# Big Bethel A.M.E. Church

## Check Request Form

Date \_\_\_\_\_

Name of Requester \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Check Should Be Made Out To: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_ Check needed by: \_\_\_\_\_

Ministry/Organization you are representing: \_\_\_\_\_

Funds are requested from \_\_\_\_\_ Account.

Briefly outline what the funds will be used for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check should be:  Picked up  Mail

Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requester: \_\_\_\_\_

===== **FOR OFFICE USE** =====

Date received by Church Administrator: \_\_\_\_\_

Approval signature(s) as needed: \_\_\_\_\_  
*Signature-Church Administrator*

Comments: \_\_\_\_\_  
\_\_\_\_\_