



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: _____
