

CHECK REQUEST

ST. JOHN BAPTIST CHURCH
1397 PENNIMAN ROAD
WILLIAMSBURG, VA 23185

****ALLOW 5-7 DAYS FOR PROCESSING****

REQUESTOR'S NAME: _____ PHONE: _____

NAME OF MINISTRY: _____ CELL: _____

BUDGET LINE ITEM: _____

AMOUNT REQUESTED: \$ _____ DATE NEEDED: _____

- MAIL CHECK
 HOLD FOR PICK UP

DESCRIPTION OF ACTIVITY (INCLUDE SUPPORTING DOCUMENTATION):

CATEGORY: (CHECK ONE)

- SUPPLIES EQUIPMENT SERVICES TRAINING DONATION GIFT FOOD SPEAKER
 MUSICIAN CHOIR OTHER Please explain: _____

PAYABLE TO: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

REQUESTOR'S SIGNATURE: _____ DATE: _____

●●●●●●●●●● FINANCIAL USE ONLY (DO NOT WRITE BELOW THIS LINE) ●●●●●●●●●●

FUND: GENERAL BUILDING BENEVOLENCE

BUDGETED? YES NO FUNDS AVAILABLE? YES NO

COMMENT: _____

FINAL APPROVAL:

FINANCE: _____ DATE _____
DEACON: _____ DATE _____ (Benevolence ONLY)
CLERK: _____ DATE _____

CHECK #: _____ CHECK DATE: _____ INITIAL: _____

Incomplete forms may cause processing delays and WILL be returned to the requestor.