

# Pleasant Hill Baptist Church

## Check Request Form

|  |  |
|--|--|
| <b>Make Check Payable to:</b>                                  |  |
| <b>Address to mail payment:</b><br>(if different from invoice) |  |
| <b>Today's Date</b>  |  |
| <b>Check Total:</b>  |  |

| Account Name or Number | Description |  |
|------------------------|-------------|--|
|                        |             |  |
|                        |             |  |
|                        |             |  |
|                        |             |  |
|                        |             |  |
|                        |             |  |
|                        |             |  |
|                        |             |  |
| <b>SUBTOTAL</b>        |             |  |
| <b>TOTAL</b>           |             |  |

\*\*\*\*Receipts and/or Invoice must be attached to request.\*\*\*\*

Requested by \_\_\_\_\_

Staff Authorization: \_\_\_\_\_

### Office Use Only

Date Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_

Notes: \_\_\_\_\_