

# LOGAN ELM BAPTIST CHURCH (CHECK REQUEST FORM)

**Purpose:** This form is to be completed by individuals requesting a check / reimbursement for church-related business.

## **INSTRUCTIONS**

1. Complete all required information below.
2. Attach original receipts or supporting documentation.
3. Sign and date the form.
4. Obtain the signature of the appropriate Department Head.
5. Submit the completed form and receipts to the Financial Secretary's mailbox in the church office or email to: ***brenda.gibson@lebc.org***

*Checks are generally prepared and mailed the following week.*

## **PAYMENT INFORMATION**

Pay to the Order of: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Mail Payment To: \_\_\_\_\_  
\_\_\_\_\_

Department / Ministry: \_\_\_\_\_

## **PURPOSE / DESCRIPTION**

*Please clearly describe the purpose of this request and include any special instructions.*

## **SIGNATURES**

Person Requesting Check: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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### **For Office Use Only**

Check Number / Bill Pay: \_\_\_\_\_ Date Issued: \_\_\_\_\_