

PLEASE STAPLE ALL RECEIPTS HERE X
OR ATTACH COPIES TO EMAIL.

FIRST BAPTIST CHURCH OF SHALLOTTE

Check Request

Date: _____

Issue Check Payable to: _____

Check Amount: _____

Committee/Department Member authorizing payment for this check: _____
(Signature must be legible)

Committee this amount is to be applied to: _____

Please list line items this amount should be applied to: *Example: Supplies, Literature, Activities*

<u>Line Items</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Explanation:

Instructions for delivery of check:
Leave with Church Secretary for pick up _____
Place in Committee's hanging file on wall _____
Mail _____

Mailing Address to send check: _____
(Street Address)

(City, State, Zip)

All requests for payments must have this form completed and receipts attached. It should be signed by the head of the Committee or Department. Email completed form and copies of receipt to finance@firstbaptistshallotte.com.