

Grace Community Church Check Request Form

Today's Date:	Date Check is Needed:
Requested by:	Check Amount:
<input type="checkbox"/> Send this check to me via U.S. Mail (include stamped envelope) <input type="checkbox"/> Send this check directly to the vendor (include stamped envelope) <input type="checkbox"/> I will pick-up the check from the church office	
<input type="checkbox"/> Check Request <i>or</i> <input type="checkbox"/> Purchase Order	

Vendor Name/Check Payable to:	
Vendor Address:	
Vendor Phone:	Vendor FAX:

Purchase Date	Vendor	Description	Budget Line Item	Amount

TOTAL:

Approvals

Requested by:	
Approved by:	
Within budget and under \$1,000	(Ministry Leader <i>or</i> Church Officer)
Within budget and over \$1,000	(Ministry Leader/Church Officer <i>and</i> Deacon)
Over budget and under \$1,000	(Ministry Leader <i>and</i> Chair of Finance Committee)
Over budget and over \$1,000	(Ministry Leader/Church Officer, and Deacon, <i>and</i> Finance Committee)
Special Instructions:	