

Westminster Presbyterian Church

Check Request Form

Make Check Payable To: _____

Mail/Deliver To: _____

Date Requested

____/____/____

Date of Purchase

____/____/____

Check Requested By: _____

Please check and use any available restricted funds before using other budget funds.

Specify which fund is to be charged(circle one): General Fund or Building Fund

Nature of Expenditure	Name of Account	Number	Requested	
Total Amount Requested				

Approved By: _____

To Be Completed by Treasurer/Bookkeeper:

Check Number:	Date	Amount	
	____/____/____		