

**ST. DAVID'S CHURCH
REQUEST FOR CHECK**

INSTRUCTIONS:

1. PRINT OUT, COMPLETE FORM
2. ATTACH RECEIPTS
3. SUBMIT TO MINISTRY HEAD FOR APPROVAL
4. SUBMIT COMPLETED, APPROVED FORM AND RECEIPTS TO FINANCIAL OFFICE

*REIMBURSEMENTS ARE ISSUED APPROXIMATELY MID AND END OF MONTH

Payable to:

Address:

Amount: _____ Charge to: _____

Reason for Request: _____

Requested By	Date	Approved By	Check #