

# VINEYARD COMMUNITY CHURCH

## CHECK REQUEST FORM

Date Requested: \_\_\_\_\_

Date Required: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

*Complete name  
and address are  
required*

\_\_\_\_\_  
\_\_\_\_\_

BUDGET CODE	DESCRIPTION	AMOUNT
For Office Use	Paid Check # <b>TOTAL AMOUNT</b>	

Requested By: \_\_\_\_\_

Approved By: \_\_\_\_\_

### Process:

1. **Check Requests must be turned into Robin H. WITH attached receipts.**
2. **Please allow a minimum of two weeks from Tuesday of the week you submit the check request for the check to reach its destination.**
3. **Check Requests need to be filled out in full and contain both 'Requested By' and 'Approved By' signatures to be processed.**
4. **For quicker turn around (i.e. must have a check now), please contact Chuck or Robin to discuss options.**