

First Baptist Church of Highland Park
6801 Sheriff Road, Landover, Maryland 20785
REQUEST FOR CHECK

2012

Date Submitted: ____/____/____ || Date Due*: ____/____/____

Check To Be Picked Up By: _____ Mail Check: Yes or No **

Payable

To:* _____

Address: ** _____

City: ** _____ State: ** _____ Zip Code:** _____

Organization/Ministry to be Charged*: _____ Account Number *: _____

Amount***: _____ Contact Person*: _____ Contact Tel No*: _____

Are Funds Approved in Your Budget? Yes ___ No_ Required Receipts Attached*: Yes ___ No_ (explain)

Purpose of Funds*:

Authorized By Organization President/Head *: _____

VOUCHER WILL NOT BE PROCESSED UNLESS THESE FIELDS ARE COMPLETED

**** COMPLETE ADDRESS MUST BE INCLUDED ON ALL REQUEST FOR CHECKS**

***** MARYLAND STATE SALES TAX WILL NOT BE PAID OR REIMBURSED (See the office staff for tax ID number before making your purchase or making an obligation to the Church for payment)**

DO NOT WRITE BELOW THIS LINE

Expenditure Approved By: (Financial Team Representative): _____ Date _____

Revised January 1, 2012