

CHECK REQUEST

Office use only:

Check #

Invoice #

TODAY'S DATE:

PREPARED BY:

***APPROVED BY:**

(Must be approved by a New Song Church staff person prior to turning in for payment.)

Make check payable to:

Address:

PLEASE MARK HOW THE CHECK IS TO BE DISPERSED:

Mailed (include address)

Leadership Box

Picked up at church office

Given to: _____

Acct #	Dept #	Description	Amount
TOTAL			\$ -

Special Instructions:
