

# NEW SONG BIBLE FELLOWSHIP CHURCH CHECK REQUEST

**SUBMITTED BY:** \_\_\_\_\_ **DATE OF REQUEST:** \_\_\_\_\_

**CIRCLE ONE:** Worship ♦ Institutional Advancement ♦ Shepherding ♦ Discipleship ♦ Outreach ♦ Ministry Placement ♦  
Administration ♦ Building

**MINISTRY:** \_\_\_\_\_

**Make Check Payable to:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**City** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

FOR OFFICE USE ONLY		EVENT/ITEM	DATE DUE	AMOUNT
QB ACCT. #	Class			
				\$
				\$
				\$
<b>TOTAL</b>				\$

**CHECK ALL THAT APPLY:**  REIMBURSEMENT (attach receipts)  CASH ADVANCE  
 BUDGETED  NON-BUDGETED

**DESCRIPTION, PURPOSE OF REQUEST, OR SPECIAL INSTRUCTIONS** (provide attached documents as appropriate):

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

**CHECK ALL THAT APPLY:**  MAIL  PICK UP  SPECIAL INSTRUCTIONS (PLEASE SPECIFY)

**SIGNATURE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
(Individual submitting form)

**NOTE:** If the Cash Advance box is checked, please complete the Cash Advance Reconciliation Form **WITHIN TWO WEEKS** and submit to the Finance Manager. Prior cash advances must be closed out before additional funds will be disbursed.

FOR OFFICE USE ONLY

**CHECK NUMBER:** \_\_\_\_\_ **CHECK DATE:** \_\_\_\_\_ **CHECK AMOUNT:** \_\_\_\_\_

**BILLING ACCOUNT NUMBER:** \_\_\_\_\_

	INITIALS	DATE:
Ministry Director:	_____	_____
Senior Pastor:	_____	_____

Disapproved Initials: \_\_\_\_\_

Reason for disapproval: