

Northwood Presbyterian Church

Check Request

PAY TO THE ORDER OF _____

AMOUNT _____ CHECK NUMBER _____

(for office use only)

CHARGE ACCT#	AMOUNT	DESCRIPTION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Mail Check _____ Mail/Include Paperwork _____ Mailbox _____

Requested by: _____ Date: _____

Authorized by: _____ Date: _____

Reviewed by: _____ Date: _____

All requests must be received in Accounting by Tues. Noon for Fri. Noon payment.

Proper documentation and/or receipts must be included with each request.