

Mount Bethel Baptist Church

**Check Request**

(TO FINANCE OFFICE)

**NOTE:** To facilitate planning and fiduciary accountability, the check request must be submitted **two weeks** prior to the event. Requests made less than two weeks from the date of the event will not be granted.

<b>Ministry:</b>
<b>Date:</b>
<b>Description:</b>
<b>Amount:</b>

<b>Release Check To:</b>
<b>Payee Name:</b>
<b>Address:</b>
<b>Submitted By (Name):</b>
<b>Phone:</b>

(Attach invoices/receipts if applicable)

<b>Per budget approved by:</b>
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\*NOTE: Checks will be released: Wednesday thru Friday 9:00 A.M. - 7:00 P.M.  
**FUNDS MUST BE ACCOUNTED FOR WITHIN THIRTY (30) DAYS**

**OFFICE USE ONLY  
PAYMENT INFORMATION**

Date Paid	Check #	Amount \$