



**SPRINGFIELD BAPTIST CHURCH  
CHECK/PAYMENT REQUEST FORM**

REVISION DATE: February 15, 2022

Date of request: \_\_\_\_\_

Person requesting check/payment: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

Make check/payment payable to: \_\_\_\_\_

Check will be picked up by: \_\_\_\_\_

Or

Mail check to: \_\_\_\_\_  
\_\_\_\_\_

Charge to Ministry G/L Account#: \_\_\_\_\_

**Approvals:**

Ministry Leader: \_\_\_\_\_

Date: \_\_\_\_\_

Cabinet Leader: \_\_\_\_\_

Date: \_\_\_\_\_

Senior Staff: \_\_\_\_\_

Date: \_\_\_\_\_

**Verification:**

Church Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

**Requests made by Noon on Tuesday of each week will be ready for pickup or mailing on Wednesday afternoon of the same week.**