



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

REVISION DATE: April 2016

---

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

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

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

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

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

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

Mail check to or process payment to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ministry Name: \_\_\_\_\_

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

---

**Approvals:**

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

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

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

**Requests made prior to Wednesday of each week will be ready for pickup or mailing on Thursday afternoon of the same week. Request made after Wednesday but by Friday will be ready for pickup or mailing on Tuesday afternoon of the following week.**

---