

**First United Methodist Church
Check Request**

Payable to

In the amount of

\$ _____

The check is needed

- Now
 The next time checks are run
 No later than _____

For

Deliver the check to

- the payee by postal mail
 the payee by office mail
 me by office mail
 other...

Distribute the check amount to:

Account	Amount	Description
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Requested _____ Date _____

Approved _____ Date _____

PLEASE ATTACH RECEIPTS AND DOCUMENTATION.

Check number Paid on
