

PLEASE STAPLE ALL RECEIPTS HERE X  
OR ATTACH COPIES TO EMAIL.

**FIRST BAPTIST CHURCH OF SHALLOTTE**

**Check Request**

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

Issue Check Payable to: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Committee/Department Member authorizing payment for this check: \_\_\_\_\_  
*(Signature must be legible)*

Committee this amount is to be applied to: \_\_\_\_\_

Please list line items this amount should be applied to: *Example: Supplies, Literature, Activities*

<u>Line Items</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Explanation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructions for delivery of check:  
Leave with Church Secretary for pick up \_\_\_\_\_  
Place in Committee's hanging file on wall \_\_\_\_\_  
Mail \_\_\_\_\_

Mailing Address to send check: \_\_\_\_\_  
*(Street Address)*  
\_\_\_\_\_  
*(City, State, Zip)*

All requests for payments must have this form completed and receipts attached. It should be signed by the head of the Committee or Department. Email completed form and copies of receipt to [finance@firstbaptistshallotte.com](mailto:finance@firstbaptistshallotte.com).