

Maranatha Bible Chapel Check Request

Requested by _____ Date requested ____/____/____

Payable to _____ Date needed ____/____/____

Mailing Address _____

Ministry Area _____

Expense Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Check Amount	_____

Ministry Leader's Signature _____

- Check Request Instructions**

 1. Allow at least ten days for check request approval and delivery.
 2. Checks are mailed from the church office to the designated address or put in appropriate mailbox.
 3. Describe the Ministry area by name (class, group, ministry area name).
 4. Give a brief but specific description of what the money is for.
 5. Attach all original receipts.
 6. Submit your check request to the church office.

FOR OFFICE USE

Reviewed and approved _____ Scheduled payment date _____

Date paid ____/____/____ Check # _____ Check Amt. _____