

# Check Request Form

Thank you for serving the church family with your time and resources!  
To help us issue a check and account for the funds accurately, please follow these steps:



Community of Faith Bible Church  
BELIEVE. BELONG. BECOME.

- 1. Read and initial a copy of the Check Request Policy.** Please request one from a Finance Team member if you have not received one. Anyone submitting a check request form is required to review and acknowledge the policy.
- 2. Complete a Check Request Form.** Please ensure that the form is filled out completely before submitting. Please list the exact expected amount that will be spent on each item.
- 3. Obtain signatures from indicated members.** The items and amounts must be approved for a check to be issued. If you have any written communication indicating you have received prior approval to purchase the proposed item at the proposed amount, please attached a copy to this form.
- 4. Submit ORIGINAL itemized receipts to the finance team within 30 days of the date the check was issued.**
- 5. The receipts must be attached to the back of this form.**

.....  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Department/event: \_\_\_\_\_

Project/Ministry Coordinator: \_\_\_\_\_

Description of item: \_\_\_\_\_ Expected amount: \_\_\_\_\_

Description of item: \_\_\_\_\_ Expected amount: \_\_\_\_\_

Description of item: \_\_\_\_\_ Expected amount: \_\_\_\_\_

Description of item: \_\_\_\_\_ Expected amount: \_\_\_\_\_

Description of item: \_\_\_\_\_ Expected amount: \_\_\_\_\_

**TOTAL amount requested:** \_\_\_\_\_

Signature #1 - Project/Ministry Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature #2 - Finance Team: \_\_\_\_\_ Date: \_\_\_\_\_

Signature #3 - Church Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Dr. Venessa Ellen

***Thank you for serving Him!***

Check amount: \_\_\_\_\_ COFBC check #: \_\_\_\_\_

Date of check: \_\_\_\_\_ Initialed by receiver: \_\_\_\_\_

Revised  
11 / 2019

Date all receipts were received: \_\_\_\_\_ Receiving finance team member's initials: \_\_\_\_\_