

Bazzel Creek Missionary Baptist Church
1228 Wilbon Road/PO Box 1295
Fuquay-Varina, NC 27526

Check Request Form

Date of Request (Today's Date): _____

Ministry/Auxiliary and Budget Line Item: _____

Purpose of Request (Event, Ministry Activity, etc.): _____

Date of Event/Activity: _____

To Whom Should the Check Be Written (Include Full Legal Name): _____

Current Ministry Balance: _____

Amount of Request: _____

Remaining Balance **IF** Request is Granted (Current Balance – Amount of Request): _____

Approved By Trustee: _____ Date: _____

Not Approved By Trustee (See Remarks for Explanation: _____ Date: _____

Check Number: _____ Card Number (last 4 digits): _____

Remarks/Explanation: _____

Requestor (Print): _____ Requestor (signature): _____

Attach all invoices and/or estimates.

Updated March 18, 2016