

**HERITAGE BAPTIST CHURCH
CHECK REQUEST FORM**

DATE: _____

CHECK PAYABLE TO: _____

ADDRESS (IF NECESSARY):

AMOUNT OF PAYMENT \$ _____

NEEDED BY DATE: _____

CHARGE TO EXPENSE ACCOUNT:

Circle One:	Teens	Children	Men of Promise	Women of Purpose
	Benevolence	Missions	Music Ministry	Love Offering
	Fellowship	Office Supplies	Repairs & Maint	Other: _____
				(Specify)

DESCRIPTION (WHAT THE PAYMENT IS FOR):

Requested By (Print Name)

Signature

Approved By Ministry Leader (Print Name)

Signature

Please attach all copies of receipts/invoices/bills and place in the treasurer's mailbox.

*****Payments greater than \$500.00 require HBC Leadership Team Approval*****