

Refuge.Church
Check Request

Date: _____

Amount: _____

Make Check Payable To: _____

Date of Purchase: _____

Description of Expense: _____

Business Purpose of Expense: _____

Receipt/Bill: ☐ **Attached** ☐ **Will provide after purchase**

Person Requesting Payment: _____

Signature of Person Requesting Payment: _____

Approved By*: _____

Special Instructions: _____

* Requests over \$1,500 require two signatures

Check # _____ Amount \$ _____ Issued By Initials _____ Received By Initials _____