



SHILOH BAPTIST CHURCH CHECK/PAYMENT REQUEST FORM

DATE CREATED: JULY 2019

Date of request: _____

Person requesting check/payment: _____

Amount Requested: \$ _____

Purpose: _____

Make check/payment payable to: _____

Check will be picked up by: _____

Mail check to or process payment to: _____

Ministry Name: _____

Approvals:

Ministry Leader: _____ Date: _____

Senior Staff: _____ Date: _____

Requests made before Tuesday of each week will be ready for pickup or mailing on Thursday afternoon of the same week.