

ZION BAPTIST CHURCH

225 Hatton Street
Portsmouth, Virginia 23704
Dr. Kelvin E. Turner, Senior Pastor

CHECK REQUEST FORM

DATE: _____

TO: Finance Committee/Treasurer

Name of person making request: _____

Ministry (or Committee): _____

Request the amount of \$ _____ for the following reason:

Make check payable to: _____

Please check one of the following:

Mail Check to: _____

Please call _____ at _____ when check is ready
Telephone Number

We feel that our request is legitimate and necessary to the promotion and general welfare of our organization and church.

Signed by: _____ Chairman or President
Signed by: _____ Secretary or Treasurer

For Use by Voucher Review Committee: Account: _____

Approved Disapproved Resubmit

Invalid purpose Not Budgeted Funds Not Available Other:

Budget Line Item/Account: _____

Check Number: _____ Picked up by: _____

Check Date: _____ Date Picked up: _____

Date Mailed: _____