



Valley Vineyard Check Request Form

Date needed _____ (Date to be signed by)

Payable to _____

Amount \$ _____

Purpose _____

Your Name _____

Ministry _____

If you need a blank check, you will need prior approval.
Once approved, choose from the following:

- ☐ Under \$300
- ☐ Under \$750 but over \$300
- ☐ Over \$750: Approximate amount \$ _____

If you want me to mail the check, please attach anything
that needs to be included with this Check Request Form.

Mail Check to: _____

(Your Signature)

OFFICE USE ONLY		
Date	Account / Ministry	Check#

(Approval Signature)



valley vineyard check request form

Form Instructions:

Please use this form if you have an invoice or bid for services and have not paid for the service yourself. This form is not for reimbursement. For questions on this form please see Admin Pastor or Bookkeeper. Thank you

Date needed _____
Date you need in your hand.

Payable to _____
Who is the Check going to?

Purpose _____
Please explain in detail.

Your Name _____

Ministry _____

If you need a blank check, you will need prior approval.
Once approved, choose from the following:

- ☐ Under \$300
- ☐ Under \$750 but over \$300
- ☐ Over \$750: Approximate amount \$ _____

Only mark here if you are requesting a blank check. Getting a signed blank check is considered an exception to normal procedures and must be pre-approved.

If you want me to mail the check, please attach anything that needs to be included with this Check Request Form.

Mail Check to: _____

You, the requestor, must sign here.

(Your Signature)

Please get the Admin. Pastor to approval before giving to Bookkeeper.

(Approval Signature)

****OFFICE USE ONLY****		
Date	Account/Ministry	Check#