

**PINOPOLIS COMMUNITY CHURCH**

**CHECK REQUEST**

1833 PINOPOLIS ROAD PINOPOLIS, SC 29469

**NOTE:**

**All requests must have designated approval signature before being submitted.**

DATE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

EMAIL / PHONE: \_\_\_\_\_

BUDGET AREA (i.e. Sunday School, BLAST Youth) \_\_\_\_\_

CHECK AMOUNT: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DESCRIPTION OF PURCHASE/EXPENSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE CHECK NEEDED BY:

\_\_\_\_\_

REQUESTED BY SIGNATURE: \_\_\_\_\_

(CHECK TO INDICATE ALL RECEIPT/INVOICES ATTACHED)

APPROVED BY:

\_\_\_\_\_