

Canton Bible Church Check Request Form

Make check payable to: _____

Amount of check: _____ Date needed: _____

Description of expense: _____

Budget categories: _____

Check requested by: _____

Contact phone # or email: _____

Check delivery:

Please bring the check to me at church

Mail the check to my address in the church directory

Mail the check to the following name and address:

Expense approved by: _____

Instructions:

The completed check request should be emailed (or given at church) to Melinda Fogle at meljoyfog@comcast.net

For reimbursement of expenses that you have incurred, please attach (or scan and email) clearly marked receipts showing the amount(s) to be reimbursed.