



# Cedar Baptist Church

P. O. Box 1705, Waldorf, Maryland 20604

240-817-9044

www.cedarbaptistchurch.com

## Check Request Form

Date of Request: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Send check to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount: \_\_\_\_\_

Credit Card? \_\_\_\_\_ Date card was used: \_\_\_\_\_

Check #: \_\_\_\_\_

Was check mailed or given to person or entity? \_\_\_\_\_

Date check was mailed or given to person or entity? \_\_\_\_\_

Description of item(s) to be purchased: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Estimated Cost (ATTACH COPIES OF RECEIPT(S) TO THIS FORM):

Authorized and Approved by: \_\_\_\_\_  
Signature of Ministry Leader or Church Official Date

Authorized and Approved by: \_\_\_\_\_  
Signature of Treasurer Date

Authorized and Approved by: \_\_\_\_\_  
Signature of Church Administrator Date

Authorized and Approved by: \_\_\_\_\_  
Pastor Date

Authorized and Approved by: \_\_\_\_\_  
Chairman of Deacons and/or Pastor Designate Date  
(in pastor's absence)

Ministry Budget: \_\_\_\_\_

Balance: \_\_\_\_\_



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## Check Request Form Procedures

1. Check request forms are to be used for the purchase of materials or service for use or distribution by Cedar Baptist Church members.
2. Forms should be filled out completing the first nine (9) lines.
3. Attach original receipt supporting amount of request to back of form
4. Form should then be given to the Ministry leader for approval and date.
5. Form should then be given the Treasurer for approval and date
6. Form should then be given the Church Administrator for approval and date
7. After these three signatures have been obtained, form should be given to Pastor for final authorization and date.
8. Form should then be placed in the Treasurer's mailbox or given to the Treasurer.
9. Check should be rendered within seven (7) days.
10. If the Treasurer is to mail the check, line "Send check to" should be appropriately completed.
11. Treasurer should complete lines "Check#" and "Check Date" and disburse check as directed by line "Send check to".
12. Line "Mailed/Delivered Date" should be completed either by the Secretary or Treasurer and a copy should be place in the Ministry Leader's mailbox or given to ministry leader.
13. Original form shall be maintained on file on the premises.