



FIRST MISSIONARY
BAPTIST CHURCH

FMBC Check Request

Request Date: _____

This form is used to request a check from the Treasurer to record payments for products and/or services and other disbursements of funds. Reimbursements made to individuals for church-related expenses must be accompanied by receipts or other proof of the expenses claimed.

Paid To: _____

Charge To: _____ Amount: \$ _____

_____ Amount: \$ _____

Total for Check: \$ _____

Check Request Received By:

Telephone From _____

VOCO (Vocal Communications) From _____

In Person: _____

Signature: _____

Address: (New Payee Only)

For Treasurer's Use Only

Transaction Number: _____ Check Number: _____