

# HOPE Lutheran Church

## REQUEST FOR A CHECK

DATE: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

PAY TO: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

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

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

APPROVED BY: \_\_\_\_\_ (TEAM LEADER)

ACCOUNT NUMBER: \_\_\_\_\_

VENDOR ID#: \_\_\_\_\_ ENTERED: \_\_\_\_\_