

**Maple Springs Baptist Church**

4131 Belt Road

Capitol Heights, MD 20743

**CHECK REQUEST FORM**

PLEASE CHECK APPROPRIATE BOX:

Disbursement

Reimbursement

Mail Check

Place Check in Mailbox

CHECK REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF MINISTRY: \_\_\_\_\_

NAME OF PAYEE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

STREET ADDRESS OF PAYEE: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

PURPOSE OF FUNDS: \_\_\_\_\_

BUDGET CATEGORY: \_\_\_\_\_



MINISTRY PRESIDENT / VICE PRESIDENT APPROVAL:

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

MINISTER LEADER APPROVAL:

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_



**CHECK RECEIVED BY:**

**SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_**

**TO BE COMPLETED BY FINANCE MINISTRY ONLY**

FINANCE MINISTRY APPROVAL:

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

CHECK WRITTEN BY: \_\_\_\_\_  Treasurer  Assistant Treasurer

ACCOUNT:  General  Missions  Pastor's Aid  Special Fund  
 Operating Account  Building Fund  Pledge Fund  Special Gifts

SPECIAL INSTRUCTIONS: \_\_\_\_\_

CHECK#: \_\_\_\_\_