

LIFE CHURCH OF GOD IN CHRIST
 3349 Rubidoux Boulevard * Jurupa Valley, CA 92509
 Office: (951) 684-5433 Fax: (951) 684-8117
 Bishop Ron M. Gibson, Pastor / Founder
 WWW.LIFECHURCHRIVERSIDE.ORG

Office Use Only

Received By: _____
 Date Received: _____

CHECK REQUEST FORM

Date: _____ Amount: \$ _____

Payable to: _____

Address: _____

City, State, & Zip Code: _____

Email: _____

Submitted by: _____ Requested Date: _____ Requested Time: _____

Dept./Aux.: _____

Day Phone # _____ Evening Phone # _____

E-mail _____ Fax # _____

Response requested by: Phone Fax E-mail

DELIVERY INSTRUCTIONS

Return to Requestor Mail to Payee Other _____

Documents Attached: Yes No Enclose documents with check: Yes No

<u>Item Description</u>	<u>Amount</u>
1. _____	1. \$ _____
2. _____	2. \$ _____
3. _____	3. \$ _____
4. _____	4. \$ _____
5. _____	5. \$ _____
Sub-Total:	\$ _____
Tax:	\$ _____
Total Amount:	\$ _____

Comments: _____

(For Office Use Only) Approved Denied Pending

Dept./Aux. Acct. to be charged: _____

Vendor #: _____ Account #: _____

Acct. Balance prior to request: \$ _____ Acct. Balance after request: \$ _____

Administrator's Signature: _____ Date: _____

White: Accounting Dept.

Yellow: Auxiliary Coordinator
 Check Request Form / Revised 01-22-10 T. Thomas

Pink: Aux./Dept.