



NORTH PACIFIC BAPTIST CONVENTION CHECK REQUEST FORM

Note: To ensure your request is met timely, all check requests must be completed in full and submitted to the NPBC Treasurer **at least two (2) weeks prior to the due date. Any amount that exceeds the check request will not be reimbursed and will be deemed a donation to the convention.** Subsequent check requests will not be honored until prior requests have been fully accounted for.

Date Submitted: _____ Date Needed: _____

Requestor: _____

Phone: _____

Reason for Check:

Amount of Check: _____

Check Payable to: _____

Requestor Signature: _____

President's Signature of Approval: _____

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for office use only

Total Amount Issued: _____

Date of Issuance: _____ Check # _____

Receipts Attached? No Yes \$ _____

Funds Returned? No Yes \$ _____

Treasurer/Issuer Signature: _____