

**CHECK REQUEST**  
Once completed, Mail to:  
Blacksburg United Methodist Church  
PO Box 931  
Blacksburg, VA 24063

DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

PAYEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

REASON FOR EXPENDITURE \_\_\_\_\_

\_\_\_\_\_

COMMITTEE/BUDGET LINE TO CHARGE \_\_\_\_\_

APPROVAL FOR EXPENDITURE \_\_\_\_\_

FORCE CHECK TO PRINT ASAP? \_\_\_\_\_

*Please attach receipt*      *treasurer initials:*

***TO BE COMPLETED BY CHURCH OFFICE:*** \_\_\_\_\_

CHECK # \_\_\_\_\_ CHECK DATE: \_\_\_\_\_ ACCOUNT CHARGED: \_\_\_\_\_