

# Check Request

First Presbyterian Church  
701 Church Street · Plymouth, Michigan · 48170  
(734)453-6464

Date:	___/___/___	Amount:	_____
Payable to:	_____		
Address:	_____ _____		
Description:	_____ _____		
Approved by:	_____		
Committee:	_____		
Account Number:	_____	Budgeted Item:	___Yes___No

Please complete all of this form for payment of the attached bill or receipt.

Any blanks will delay the request, which could cost additional dollars to your committee.

Lack of supporting documentation will result in this check request not being honored.

## Office Use:

Check Number or Online bill pay # \_\_\_\_\_ Check Date: \_\_\_/\_\_\_/\_\_\_

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