

**SECOND CALVARY BAPTIST CHURCH
2940 Corprew Avenue
Norfolk, Virginia 23504-4111**

CHECK REQUEST FORM

Voucher Number: _____

Date: _____

PLEASE ISSUE CHECK TO: _____

AMOUNT OF CHECK: \$ _____

CHART OF ACCOUNTS NUMBER: _____

ACTIVITY/PURPOSE OF CHECK: _____

CHECK REQUESTED BY: _____

APPROVED BY: _____

Ministry Elder

DATE CHECK NEEDED: _____

(Reminder – A request must be submitted two weeks prior to the date needed)

RETURN CHECK TO: _____

CHECK AUTHORIZATION

TRUSTEE ISIAAH BAKER: _____

TRUSTEE PHILLIP BROOKS: _____

TRUSTEE DONALD DAWSON: _____

ALL CHECKS UNDER \$500.00

APPROVED BY PASTOR GUNS: _____