

# Fair Oaks Presbyterian Church

## Check Request

| <b>Pay to the order of:</b>   |          |  |           |        |
|---|----------|--|-----------|--------|
|   |          | Please include address if new vendor or if you are not sure the Treasurer has the address. |           |        |
| <b>Requested by:</b><br>(If different than payee)   |          |  |           |        |
| <b>Special Instructions / Comments:</b>   |          |  |           |        |
| <b>Request Date:</b>  |          | <b>Check Total:</b>  |           |        |
| Line  | Vendor * | Description  | Account** | Amount |
| 1   |          |  |           |        |
| 2   |          |  |           |        |
| 3   |          |  |           |        |
| 4   |          |  |           |        |
| 5   |          |  |           |        |
| 6   |          |  |           |        |
| 7   |          |  |           |        |
| 8   |          |  |           |        |
| 9   |          |  |           |        |
| 10  |          |  |           |        |
| <small>* If this is a reimbursement for money that you paid to one or more vendors, please include the vendor names as they appear on the receipt(s)<br/> ** Church and Logos expenses must be submitted on separate forms.</small> |          |  |           |        |