

Presbytery of San Gabriel

CHECK REQUEST:

To: Bookkeeper
Presbytery of San Gabriel
630 North Dalton Avenue
Azusa, CA 91702

Special Instructions To Bookkeeper:

MAKE CHECK PAYABLE TO: _____

MAIL CHECK TO: _____

ADDRESS: _____

Date Received: _____

Due Date: _____

<u>Account</u>	<u>Class</u>	<u>Amount</u>	<u>Description:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL CHECK: \$ _____

PERSON/COMMITTEE REQUESTING: _____

APPROVED (Office Administrator): _____
(Executive Presbyter approval required
for requests of \$1,000 and above.)

FOR OFFICE USE ONLY:	
Check Number: _____	Date Issued: _____
Date Mailed: _____	Initials: _____