

ORANGE GROVE MISSIONARY BAPTIST CHURCH

Check Request Form



Date:		Place of Purchase:	
Name:		Purpose of Funds:	
Department/Ministry:		Date Funds Needed:	

Qty.	Description of Purchase	Unit Cost	Total Cost
		Tax	
		Total Cost	

- 1) This check request form is to be used for all purchases.
- 2) Church Staff and Officers (Deacons, Trustees) should receive approval prior when making purchases in excess of \$200
- 3) All other requests for funds (Ministry Leaders, Committees, etc.) should receive prior authorization on purchases of any amount.

Make Check Payable to:		Account #	
Complete Address of Vendor:			
Signature of Person Requesting Funds:		Date:	
Board Leader Approval:		Date:	
Trustee Approval Signature:		Date:	
Treasurer Approval Signature:		Date:	

Note: If you would like the Financial Office to mail the check at the time it is printed, please provide the following information:
 Complete Name and Address of where the check should be mailed to.
 Completed order forms/documents that need to be sent with the check.

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