

**CHECK REQUEST FORM**  
**First Calvary Baptist Church**

1311 Morehead Avenue  
Durham, North Carolina 27707  
Phone: 919-489-4184 FAX: 919-489-3565

Fredrick A. Davis, Pastor  
Cynthia J. Rioland, Church Business Administrator

*All check requests must be submitted at least seven (7) days in advance of requested due date.*

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Ministry: \_\_\_\_\_ Chair: \_\_\_\_\_  
(Line Item to be charged for this check)  
Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

Purpose of Check Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_  
Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Today 's Date: \_\_\_\_\_ Check Due Date: \_\_\_\_\_  
Amount of this check: \_\_\_\_\_  
Make Check Payable To: \_\_\_\_\_

Pick up check at church  Mail Check to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Chair Signature \_\_\_\_\_

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Check Amount: \_\_\_\_\_ Check # \_\_\_\_\_ Date Written \_\_\_\_\_

Approving Officer(s) \_\_\_\_\_

**Any request for funds exceeding \$750.00 requires the signature of the Chair of the Trustee Ministry**

All receipts related to this check must be turned in to the treasurer within two (2) weeks of issue of check.