

# Providence Park Baptist Church

Established 1876  
468 East Ladies Mile Road  
Richmond, VA 23222  
(804) 329-1963 – Fax (804) 329-9917

Jerome Clayton Ross, Pastor

Cora J. Nickens, Church Clerk

## CHECK REQUEST/REIMBURSEMENT FORM For Budgeted Amounts ONLY

TO: Church Clerk

Date: \_\_\_\_\_

Check Request (invoice attached)       Reimbursement Request (receipts attached)

Please issue a check in the amount of \$ \_\_\_\_\_, payable to the order of

\_\_\_\_\_

Please mail check to  or Please hand deliver check to

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State \_\_\_\_\_  
Zip Code \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State \_\_\_\_\_  
Zip Code \_\_\_\_\_

Date Check is needed: \_\_\_\_\_

EXPLANATION FOR FUNDS REQUEST: (Attached supporting documentation, if available):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature \_\_\_\_\_  
(Organization/Fellowship President or Treasurer)

For Treasurer's Use Only  
Distribution of Funds

Account Name: \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

Check# \_\_\_\_\_ Date Paid \_\_\_\_\_

Checks are issued weekly. Check requests are due to the Church Clerk by Tuesday, 3:00 p.m. All requests must be properly completed and signed by liaison and Chair of Trustee Board before check will be issued. Any requests for payment or reimbursement not included in the current year's budget MUST be submitted to the approved by the Board of Trustees in writing before being submitted to the Church Clerk. See your trustee liaison if you have any questions.

*"Where the Gospel is preached and practiced"*