

Check Request Form

STEP ONE:

Please complete this information

Name _____ Date _____

Amount Requested _____ Date Funds Are Needed By _____

Check Made Out To _____

What ministry area/event is the money being used for _____

STEP TWO:

Please give your completed form to a member of the Elder Team for approval:

Barb Chatman 314-223-5756

John Eckenfels 314-604-2507

Diana File 636-293-4549

Jim Haalboom 636-288-0215

Matt Hiatt 636-295-2149

Jeff Lechner 314-409-4879

Sharon Placatka 314-691-6535

Mary Rosemann 314-807-9364

Sam Stubblefield 314-346-1966

Approved: _____

(Elder Signature)

STEP THREE:

Please staple any receipts to this form and give it to Tim Kilz, Director of Finance to receive your check.