

**SAINT JOHN BAPTIST CHURCH**  
**3404 West Beltline Boulevard**  
**Columbia, South Carolina 29203**  
**803-254-4170**  
[www.saintjohnbaptistchurch1900.com](http://www.saintjohnbaptistchurch1900.com)

**CHECK REQUEST FORM**

<b>Date:</b>	<input type="checkbox"/> <b>Check (hold in Office for Pick up)</b>	
<b>Amount Requested:</b>	<b>Date Needed by:</b>	
<b>Payable to:</b>		
<b>Address/Location:</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Purpose for check:</b>		
<b>Charge to account of (Auxiliary/Department):</b>		
<b>Comments:</b>		
<b>Approved by:</b>		<b>Date:</b>
<b>Received by:</b>		<b>Date:</b>
<b>Attach Original Receipt</b>		
<b>FYI: Receipts and refund must be received within 7 days</b>		
<b>NOTE: Checks must be retrieved during normal office hours. Checks will no longer be placed in the Office door.</b>		