

# LIFECHURCH

## ASSEMBLY OF GOD

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

Check #: \_\_\_\_\_

### CHECK REQUEST VOUCHER

Make Check Payable To: \_\_\_\_\_

Address (if check is to be mailed): \_\_\_\_\_

\_\_\_\_\_

Amount: \$ \_\_\_\_\_ Acct # to be charged: \_\_\_\_\_

Item(s) purchased: \_\_\_\_\_

\_\_\_\_\_

Purpose or Function: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Head)

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
(Lead Pastor)

**NOTE: Please attach receipt & return to office for Lead Pastor's signature.**

**\*\*\* Items over \$250 must be pre-approved by Lead Pastor. \*\*\***

Notes:

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