



The Sanctuary
 5445 Scioto Darby Road
 Hilliard, OH 43026
 614.876.2403

Fax: 614-876-2420
 info@hilliardumc.org
 www.hilliardumc.org

Warehouse 839
 3691 Main Street
 Hilliard, OH 43026
 614.921.8394

CHECK REQUEST

Attach Receipts to Form

Make check payable to: _____

Date _____

Name: _____ Phone Number: _____

Mailing Address _____

Ordered by Staff Member: _____ N/A

Store/Vendor Name	Descriptionn of Purchase	Receipt Amount
<i>Total Amount</i>		

*All check requests must be approved by one of the pastors, Office Administrator, chairman of Finance, or chairman of Trustees.

Approved by:* _____

Charge to Ministry/Fund Acct.: _____