

Mt. Emmanuel Missionary Baptist Church
Dr. Tony Boyce, D. Min. Pastor

Brother David Mitchell, Chairman of Trustees
Dr. Cynthia Wright, Administrative Assistant
Bro. Johnny Collins, Minister of Music

Sis. Pam Sims, Trustee/Financial Secretary
Sis. Ebony Durrah, Treasurer
Sis. Betty Moore, Sunday School Superintendent

REQUEST FOR CHECK(S)

Date _____

1. Person's/Organization's Name and Address to be paid:

Phone Number: _____ (If applicable)

2. Previous balance in the budget: _____

3. Amount of payment request: (-) _____

4. Remaining balance following request: (=) _____

5. Reason for request:

6. Signature of person making request: _____

7. Approval Signatures: _____

8. Finance Comments: Check #: _____ Date: _____

