

GRACE EVANGELICAL CHURCH
9750 WOLF RIVER BLVD
GERMANTOWN, TN 38139
Phone 901-756-7444
Fax 901-756-9695

CHECK REQUISITION

PAYEE NAME & ADDRESS:

MAKE SELECTION WITH CHECKMARK:

<input type="checkbox"/> Office	<input type="checkbox"/> Jr. Hi
<input type="checkbox"/> Nursery/Children	<input type="checkbox"/> Sr. Hi
<input type="checkbox"/> Meals	<input type="checkbox"/> Athletics
<input type="checkbox"/> Music/Drama	<input type="checkbox"/> Adults
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Men's
<input type="checkbox"/> College/Singles	<input type="checkbox"/> Women's
Other _____	

REQUESTED BY	DATE SUBMITTED	DATE NEEDED	SIGNATURE OF APPROVAL

Complete following if necessary:

ACCOUNT #	DESCRIPTION	PRICE EACH	TOTAL
TOTAL			

Payment: () Will be picked up by: _____
 () Mail to payee at above address
 () Mail to: _____

FOR OFFICE USE ONLY:

Date Paid: _____ Approved _____
 Check Number: _____ Disapproved _____