

**Hillview Bible Chapel**  
Check Request

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

Payable To: \_\_\_\_\_ Total Payment \$ \_\_\_\_\_

Pay By:  Check  PayPal: \_\_\_\_\_

Venmo: \_\_\_\_\_

***(Please make sure receipts are stapled/attached)***

Mailing Address:      Directory Address ok       Or provide here:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

<u>Account Name or Ministry name:</u>	<u>Amount \$</u>
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_____	_____
_____	_____
_____	_____

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use:*

PAID      Check Number \_\_\_\_\_      DATE: \_\_\_\_\_

**Instructions:**

1. Please indicate “Payable To” as the name of the person the check is issued to or the payment is to be deposited to.
2. Please indicate if payment is by check, PayPal, or Venmo. If PayPal or Venmo, please indicate your email address or user ID within the respective platform.
3. If your address is not current in the directory, please update new mailing address for any check payment request.
4. Account name would be budget category, or Ministry name to identify which classification this expense will be charged to. (ie. Music Ministry, High School, etc.). If you are not sure, please email [hbcaccounting@comcast.net](mailto:hbcaccounting@comcast.net).
5. Please indicate the name of person completing the request on “Submitted by” line.
6. Please have the Ministry Leader for this expense approve BEFORE you submit for processing by signing on “Approved by” line.
7. If you submit electronically, please submit to [hbcaccounting@comcast.net](mailto:hbcaccounting@comcast.net).

*Office Use:*

PAID

Check Number \_\_\_\_\_

DATE: \_\_\_\_\_