



New Home Baptist Church  
 8320 Landover Road  
 Landover, MD 20785  
 Office: 301-773-8100  
 Website: [newhomebc.org](http://newhomebc.org)

## Check Request Form

*Attach all supporting documentation*

**Ministry Requesting** \_\_\_\_\_ **Date** \_\_\_\_\_

GENERAL INFORMATION			
Make Check Payable To _____		Vendor Contact _____	
Address _____		Phone _____	
City _____	State _____	Zip _____	
Date Required _____	Total Amount _____		
Mail Check?      Yes      No	Other Instructions _____		
Reason For Request _____			

REQUIRED SIGNATURES <i>(Please Obtain All Required Signatures)</i>			
Prepared By _____		Date _____	
Approved By Ministry Head _____		Date _____	
Spiritual Advisor _____		Date _____	
Administrator or Chmn. Trustee Ministry _____		Date _____	

BELOW FOR FINANCE OFFICE USE ONLY			
<b>Check Preparer Verified (initial or N/A each):</b>			
Invoice attached		"Date Entered	_____
"		"Payment Terms	_____
Dwf i gyf "Kgo		<b>'Check Number</b>	_____
Exceeded Budget		"Form 1099 Attached	_____
"		"Form 1099 (payee)*	_____
Tax Exemption	"	* Obtain Form W-9 from payee	
Items Received			
"			
Service Performed			
Comments<			