Beulah Baptist Institutional Church
"We Build Here"
A Ministry of Excellence
1006 W. Cypress Street
Tampa, Florida 33606-1109
Phone: (813)251-3382

Check Requisition

CHECK PAYABLE TO: _____

ADDRESS: _____

CITY, STATE ZIP: _____

DISTRIBUTION METHOD: ☐ MAIL ☐ HOLD ☐ CHURCH MAILBOX

DATE SUBMITTED:	DATE CHECK IS NEEDED:	MINISTRY NAME:	MINISTRY ACCT. #:

BUDGET:	YTD EXPENSES:	ACCOUNT BALANCE:

DATE	Enter Description if Invoice or Other Support is not attached or otherwise available	AMOUNT	

SIGNATURE OF MINISTRY LEADER OR REQUESTOR:

_____

APPROVED: _____
CHIEF FINANCIAL OFFICER

APPROVED: _____
DISBURSING OFFICER

(THIS SPACE TO BE COMPLETED BY SECRETARY/BOOKKEEPER)

CHECKED INVOICE FOR ACCURACY	
GOOD OR SERVICES RECEIVED	

DATE PAID:	CHECK #:

G/L ACCT#:	NAME: