

## Grant African Methodist Episcopal Church

10435 S. Central Avenue, Los Angeles, CA 90002  
(323) 564-1151 Office (323) 564-5027 Fax

### Check Request

**Deadline: Tuesdays at 5pm. Check available in 10 days. Please plan accordingly.**

*Instructions (Please read carefully):*

- \* Please fill out all of the information completely and accurately, inclusive of all account balances.
- \* We are not responsible for the accuracy or inaccuracy of the addresses given.
- \* Check Requests must be turned in by Tuesday at 5pm to be processed by Friday of the FOLLOWING week, unless a separate arrangement is made.
- \* Account balances will be verified. Checks will not be processed for insufficient account balances.
- \* All requests must be accompanied by receipt(s) or invoice(s).

Today's Date:		Check Due Date:	
Acct. Balance: \$	Amount Requested: \$	New Balance: \$	
Payable To:			
Address:			
City:		State:	Zip:
Organization:			
Requested By:		Title:	
E-mail:		Phone:	
Reason for Request:			
Requestor's Signature:			

*For Office Use Only*

Pastor's Signature:	
Notes:	
Received By:	Date: