

**THE CATHOLIC PARISH OF SAINT JOHN THE BAPTIST  
CHECK REQUEST**

Accounting Use Only
Date Received:
Check #:
EFT:
Date Paid:

CHECK NEEDED BY DATE: \_\_\_\_\_

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

PAYABLE TO: \_\_\_\_\_

PURPOSE/REASON OF ORDER: \_\_\_\_\_

CHARGE TO ACCOUNT #:                      AMOUNT \$

CHARGE TO ACCOUNT #:	AMOUNT \$

REQUESTED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

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