

**For Finance Ministry Use Only**

Check #: \_\_\_\_\_

General Ledger Account#: \_\_\_\_\_

Fund: \_\_\_\_\_

## Greater Springfield Baptist Church

721 Jones Avenue, NW, Atlanta, Georgia 30314-3818

### Financial Request Form

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

Person Requesting : \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Ministry / Department: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Reason for the check: \_\_\_\_\_

Date check needed: \_\_\_\_\_

**Receipt(s):**

- To furnish after purchase
- Honorarium (Love Offering)
- Receipt(s) attached
- Other:

Signature: \_\_\_\_\_

\_\_\_\_\_

**Office Use Only**

Approvals \_\_\_\_\_

\_\_\_\_\_

Ministry Oversight – (For purchases greater than \$500.00)

Trustee Ministry \_\_\_\_\_

\_\_\_\_\_