Park Avenue Missionary Baptist Church
1910 Martin Luther King Blvd
Riverside, CA 92507
L.E. Campbell, Pastor

Requisition for Check

Name: _____Date: _____
Phone # _____ Auxiliary: _____
Make Check Payable To: _____

Reason for Expenditure(s) With DETAILED Breakdowns for Costs:	Amounts:
Grand Total Requested:	$

All requisitions must be turned in 14 days (2weeks prior) to event.

All receipts must be turned in 14 days after the issuance of check.

Note: All four signatures must be obtained prior to the issuance of the check.

Requisition Authorized By (1):	Requisition Approved By (3):
Auxiliary Head	Chairman of Trustee Board
Requisition Approved By (2):	Date Received by Financial Secretary (4):
Church Treasurer	Date: _____