

# Fair Oaks Presbyterian Church

## Check Request

<b>Pay to the order of:</b>		Please include address if new vendor or if you are not sure the Treasurer has the address.		
<b>Requested by:</b> (If different than payee)				
<b>Special Instructions / Comments:</b>				
<b>Request Date:</b>		<b>Check Total:</b>		
Line	Vendor *	Description	Account**	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<p>* If this is a reimbursement for money that you paid to one or more vendors, please include the vendor names as they appear on the receipt(s)</p> <p>** Church and Logos expenses must be submitted on separate forms.</p>				