

GOOD SHEPHERD LUTHERAN CHURCH

REQUEST FOR FUNDS

Date: ___/___/___

Please write a check:

PAYABLE TO: _____

In Amount of: \$ _____

From Account # _____

Notation on Check: _____

Comments:

Signature: _____

Instructions for completion:

1. Payable to – means who the check will be made out to. If you are being reimbursed for monies you paid, your name should go on this line; otherwise it should be the entity being paid.
2. Account # is the specific expense account that this expense should be applied against for GSLC budget purposes. Please check in office or with treasurer for correct #.
3. Attach invoice or receipt.
4. Failure to provide complete information may result in the check not being issued.