



**PLEASANT GROVE MISSIONARY BAPTIST CHURCH**  
Pastor Benjamin Lockhart, Jr.

CHECK REQUISITION

Requisition #:

TRANSFER

Date: \_\_\_\_\_ Date Required: \_\_\_\_\_ SSN: \_\_\_\_\_

Amount: \_\_\_\_\_ Is Amount Included in Budget:  Yes  No

Payee's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Payee's Address: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone #: \_\_\_\_\_

Ministry / Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Requested By: \_\_\_\_\_

Purpose of Funds: \_\_\_\_\_

\_\_\_\_\_

Mailing Instructions:  Hold For Pick Up  Put In Ministry Mailbox  Mail to Payee

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**For Business Office Use Only**

Approved Budget: \_\_\_\_\_ Budget Balance: \_\_\_\_\_

Funds Raised: \_\_\_\_\_ Funds Spent Balance: \_\_\_\_\_

Approved By: \_\_\_\_\_

Denied By: \_\_\_\_\_

Reason: \_\_\_\_\_

*Note: Receipts from cash purchases must be submitted to the Business Office no later than 5 business days after receipt of cash.*

**White - Office**

**Yellow - Ministry**

**Pink - Treasury**