

# hamilton on

b a p t i s t c h u r c h

Date \_\_\_\_\_

To: Erin Rickards/accounts payable

From: \_\_\_\_\_

Re: Request for check

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Please cut a check payable to \_\_\_\_\_

Amount? \_\_\_\_\_ For what? \_\_\_\_\_

Please include on check memo line \_\_\_\_\_

Charge to? \_\_\_\_\_ Check needed by (date) \_\_\_\_\_

Mail to (address) \_\_\_\_\_ OR Give check to \_\_\_\_\_

Additional info for the file \_\_\_\_\_

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