

Pleasant Hill Baptist Church

Check Request Form

Make Check Payable to:		
Address to mail payment: (if different from invoice)		
Instructions/Comments:		
Today's Date		<input type="checkbox"/> Pick up <input type="checkbox"/> Mail <input type="checkbox"/> Charge Card
Check Total:		** Invoices are processed on Wednesdays and checks are available for pickup the following Monday. **

Account Name or Number	Description	Amount

****Receipts and/or Invoice must be attached to request.****

Requested by _____

Staff Authorization: _____

Office Use Only

Sales Tax Breakdown

Food: \$	01-14640.
State: \$	01-14610.
Surry County: \$	01-14510.
Wilkes County: \$	01-14500
Yadkin County: \$	01-14520
Forsyth County: \$	01-14530
Other:\$	

Check Number: _____

Date Paid: _____