

## MSMBC Check Request Form

Please complete the form in its entirety so that your request will not be delayed.

Most of the form is self explanatory, however be sure to:

- write or print legibly
- complete the Payment Disposition section
- please indicate the date the funds are needed
- enter a brief description of the use and/or purpose of the funds
- you can request payment for up to five (5) payees on one form  
(only complete the top portion for one payee)
- if multiple payees, verify the total amount requested
- attach documents supporting requested amount of payment
- attach any document /s that are to be enclosed with payment if it is to  
to be mailed
- be sure to sign the form as the person making the request
- be sure to obtain the approval of your ministry leader or
- Pastor's approval as applicable

**If you are requesting funds in advance of an event or anticipated expenditure, you must submit purchase receipts to the Financial Administrator within 10 days after the event.**

Contact me with any questions or concerns you may have.

Joyce B. Williams: 512-451-0808 extension 235 or  
jwilliams@themount.net