



Our Lady of Perpetual Help Church  
Lindenhurst, New York

**CHECK REQUEST**

Date: \_\_\_\_\_ Ministry: \_\_\_\_\_

Payee: \_\_\_\_\_

Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

*(be specific)* \_\_\_\_\_

Special handling/delivery: \_\_\_\_\_

Need by date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Signature: \_\_\_\_\_

***SUPERVISOR AUTHORIZATION*** (print/signature): \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Business Office Use***

G/L Account Number: \_\_\_\_\_

Business Office Approval: \_\_\_\_\_