

**Redeemer Lutheran Church
139 East First Street
Hinsdale, Illinois 60521**

Check Request Form

Please complete the entire form.

Attach all invoices and/or receipts.

Place request in Margo Simpson's mailbox (church office)

Please allow sufficient time for processing (10-14 days) Checks must be signed by our Treasurer.

Questions? Call Margo, Sandy, or Pastor Mike.

Date: _____

Requestor: _____

Phone: _____

Amount Needed: _____

Check payable to: _____

Mail / Return check to: _____

Funds Used for: _____

Budget line to charge: _____

For Office Use:

Approved by: _____

For requests over \$3,000, two signatures are required:

Pastor or Council Officer

Council Officer