

BETHEL CHECK REQUEST

Step 1: Please complete the following (print legibly), so we know exactly how to write out your check:

Bethel Lutheran Church
2077 N. Frederick Pike
Winchester, VA 22603

Date: _____

Pay to the Order of: _____ Amount \$ _____

Memo: What ministry or program do you need the money for?

See **Step 5 if this check covers more than one ministry/program*

Step 2: If we have questions about this request, whom should we contact?

Name: _____

Phone: _____

Email: _____

Step 3: What do you want us to do with this check after we write it out?

Mail it to: (name) _____
(address) _____

Hold in Office for pick up by: (name) _____

Donate it to Bethel

Other: _____

Do you need a photocopy of your receipts?

____ Yes

____ No

Step 4: Return this form with any receipts or invoices to the Bethel office.*

Step 5: To help us track our budget, please let us know how this money is being used:

| Ministry or Program | Items/Description | Amount |
|---------------------|-------------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Total Amount of Check \$ _____

(Total here should be equal to the check amount in Step 1)

*Our mailing address, if you prefer to mail it in, is:

ATTN: Bookkeeper, Bethel Lutheran Church, 2077 North Frederick Pike, Winchester, VA 22603