



Check Request Voucher

Pioneer Memorial Presbyterian Church

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Instructions

1. Complete form
2. Attach documentation – receipt(s), invoice, etc.
3. Place in mailbox of person to approve expense

Amount of Check: \$ _____

Payable To _____

- Please give the check to me
- Please mail the check to address
- Other: _____

Optional memo on check (30 characters max.): _____

Description of Expense: _____

Charge to the following account(s):

Account Number	Amount	Account Description
	\$	
	\$	
	\$	

Requested By: _____

Date Requested: _____

Approved By: _____

Date Approved: _____