



The Episcopal Church of  
St. John the Baptist

125 Canterbury Drive Aptos, CA 95003

## Check Payment Request Form

*Please submit this form to the rector or treasurer, who will forward it to the bookkeeper.*

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

SCCB Operating Checking

Please issue a check for: \_\_\_\_\_ (amount) From:

Wells Fargo Checking

Payable to: \_\_\_\_\_

Helpful Shop Checking

Memo line: \_\_\_\_\_

ACYP Checking

When check is ready,

Place in church mailbox of: \_\_\_\_\_

Call \_\_\_\_\_ for pick up

Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of item or service being requested & its purpose:

Budget Account (# and Name): \_\_\_\_\_

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

Approved by: \_\_\_\_\_

Please attach invoice or other documentation of the cost from the vendor or authorizing party.  
Checks will not be issued without appropriate documentation.