South Church in Andover
41 Central Street
Andover, MA 01810
(978) 475-0321

Date of request ___________________                       Amount ________________

Make check payable to _______________________________________________

Purpose ~ Account to be charged _______________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Handling instructions:

☐ Donation (No reimbursement, but will be added to your South Church contributions)

☐ Send me an eCheck! My email address is ______________________________

☐ Save a stamp! Please leave check in _____________________________ mailbox

☐ Mail to: __________________________________________________________

Other instructions____________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

This request MUST be approved by someone authorized to approve the account being charged. As an option, you may have the approver send an email with his/her approval to jsmith@southchurch.com.

Requester (signature) ________________________________________________

Approver (signature) ________________________________________________

Please attach receipt or other documentation; circle amounts to be paid.

Questions??? Contact Linda Hacker in the Church Office or Joanne Smith, Financial Administrator.