

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

## Check Request/Reimbursement

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](mailto: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.