

Check Request

Please place in the Treasurer's box in the church office or mail to the church, Attn: Helen Hinton.

Soapstone United Methodist Church

12837 Norwood Road Raleigh, NC 27613
919-846-2212

**Processing of check requests can take 5-7 business days.
Processing cannot begin until all relevant signatures and
receipts/invoices are presented.**

Date _____ Check Amount _____

Church Account Name/Number _____

Check Payable To _____

Purpose of Expenditure _____

Circle One: Hold at Church To Be Mailed

Name _____

Street _____

City, State, Zip _____

Person Requesting Check _____

Authorization (Chair or Staff Liaison) _____