

**HighPoint Church**  
**CHECK/CREDIT REQUEST FORM**

**AMOUNT:** \$ \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**Make Payable To: Name:** \_\_\_\_\_  
(Vendor)

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested by: Name:** \_\_\_\_\_

**Ministry:** \_\_\_\_\_

**Justification:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ministry Account To Be Charged:** \_\_\_\_\_

**Approval (Approval may be made only by those authorized to disperse funds for that Ministry):** \_\_\_\_\_

**PLEASE NOTE: RECEIPTS/INVOICES MUST BE ATTACHED. PAYMENT WILL ONLY BE MADE FOR THOSE RECEIPTS/INVOICES THAT ARE ATTACHED.**