



Holy Trinity Lutheran Church

2922 Sandy Plains Rd
Marietta, GA 30066-4651
770-971-4600
email: churchoffice@holytrinitymarietta.org

Check Request

Date: _____

Check #: _____

(Office Use Only) Date Paid: _____

Pay To: _____

Mail Check

Mailing Address: _____

City, State Zip _____

Account Code #	Account Name	Itemized Description	Total
Total Amount to be paid:			\$

All Receipts & Backup Documents Attached

Name & Signature of Person Requesting Check

* Committee Chair Name & Signature of Approval

2 Signatures are required for amounts of \$500.00 and over



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