

St. James Church
17514 Detroit Ave., Lakewood, Ohio 44107
216-712-6755

Check Request/Reimbursement Form

Explanation, receipts, or invoices for total amount requested must be attached.

Requested by: _____

Approved by: _____

Date: _____ Need check by: _____

Invoice # _____

Amount: _____

Check payable to: _____

Explanation: _____

General Ledger Account: _____