



New Beginnings United Methodist Church

Birmingham, Alabama • A Place of Possibilities and Transformation

THE UNITED METHODIST CHURCH

2133 32nd Avenue North, Birmingham, AL 35207

(205) 328-3937

CHECK REQUEST

Please attach all receipts for payment.

Date: _____

Ministry Division: _____

Ministry Team: _____ Event Date: _____

Requested By: _____ Amount: \$ _____

Purpose: _____

Make Check Payable To:

Check Advances:

Attach a breakdown of estimated costs. All event requirements **must be submitted two weeks before the event date.**

One Approval Signature Required:

Ministry Division Coordinator, Administrative Committee Member, or Lead Trustee

Finance Chairperson or Pastor

Payee: _____

Date Check Written: _____ Check No. _____ Check Amt. \$ _____

Check Signed By: _____

Check Signed By: _____