

Check Request Form (please complete & put in Financial Secretary's mail box)

Amount: \$ _____ Will pick up check Please Mail Check MasterCard

Date Needed: _____ (requests received by noon on Thursday will be available the following Tuesday)

Make check payable to: _____

Address: _____

City/State/Zip: _____

Please reimburse me/pay invoice for the following: (attach receipts or invoice) _____

This is a request for advance payment for: _____

Signed: _____ Date: _____

Approved by: (if you are **not** responsible for the budget item to be charged): _____

Charge the expense to the following committee budget:

Trustees:

- 4011.1 Annual Service Contracts
- 4011.2 Annual Maintenance Contracts
- 4011.3 Cleaning Supplies
- 4011.4 Maintenance Supplies
- 4011.5 Repairs
- 4021 Parsonage Repairs & Maintenance
- 4040 Office Equipment

Music & Worship:

- 6511 Chancel Choir
- 6513 Bell Choir
- 6514 Children's Choir
- 6529 Advent Dinner
- 6530 Worship
- 6531 Speakers
- 6532 Contemporary Service
- 6534 Seasonal Supplies

Ministry Programs:

- 7130.1 Welcome Center & Lay Visitation
- 7130.2 Narthex Hospitality Table
- 7130.3 Bring-a-Friend Programs
- 7130.4 New Member Lunches
- 7130.5 Signage and Brochures
- 7130.6 Special Activities
- 7130.7 Paper Crafting Ministry
- 7133.1 Alpha
- 7133.2 Card Ministry
- 7140 Communications
- 7145 Stephen Ministries
- 7155 Adult/Family Ministry
- 7156 Health & Wellness Committee
- 7165 Parish Nurse
- 7170 Campus Ministries/Higher Education

- 5011.3 Pastor's ARP

Missions:

- 6032 Local Missions
- 6040. _____ Global Missions
- Mission Project _____

Education:

- 7610.1 Children's Curriculum
- 7610.2 Adult Curriculum
- 7620 Leadership/Resources
- 7625 Gifts/Bibles for 3rd graders
- 7630 Supplies/Equipment
- 7631 Scholarships
- 7635 Nursery Sitters
- 7636 SS Teacher Appreciation
- 7637 Rally Day
- 7638 SS Teacher Christmas Gifts
- 7639 Committee Expenses
- 7640 Children
- 7645 Day Camp
- 7646 Subsidies/Camp Scholarships
- 7648 Vacation Bible School
- 7654 Advertising

- 7611 Youth Curriculum
- 7641 Youth
- 7642 Youth Mission Trip
- 7649 Youth Jam
- 7653 Confirmation
- 7655 College Ministry
- 7656 Young Adult Ministry

- 7010 Office Supplies
- 7020 Postage
- 7030 CD Ministry

Other: _____

Account Number: _____