

**CHECK REQUEST FORM** (please complete and put in Financial Secretary's mailbox) Revised 5/2011

Amount: \$ \_\_\_\_\_  Will pick up check  Please Mail Check  Visa

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) \_\_\_\_\_

Transfer: From Account # \_\_\_\_\_ To Account # \_\_\_\_\_

This is a cash advance request for: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Charge the expense to the following account or accounts:**

- Trustees:**
- 4011.1 Scheduled Services
  - 4011.3 Cleaning Supplies
  - 4011.4 Maintenance Supplies
  - 4011.5 Repairs
  - 4021 Parsonage Repairs & Maint
  - 4040 Office Equipment

- SPRC:**
- 5014.4 Staff Education
  - 5090 General Staff/Parish
  - 5011.3 Pastor's ARP
  - 5014.6 Travel Next Gen.

- Music & Worship:**
- 6511 Chancel Choir
  - 6513 Bell Choir
  - 6514 Children's Choir
  - 6530 Worship
  - 6532 Contemporary Service
  - 6534 Seasonal Supplies

- Office:**
- 7010 Office Supplies
  - 7010.7 Offering Envelopes
  - 7010.8 Computer Software
  - 7020 Postage
  - 7030 CD Ministry
  - 8103 Church Family Care

- Missions:**
- 6032 Local Missions
  - 6040. \_\_\_\_\_ Global Missions Mission Project \_\_\_\_\_
  - \_\_\_\_\_

- Education (Children & Adults):**
- 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 Teacher Appreciation
  - 7638 Christmas Teacher Gifts
  - 7640 Children (general)
  - 7640.1 M&M's
  - 7640.4 Club Sam
  - 7640.5 Miscellaneous
  - 7646 Subsidies/Camp Scholarships
  - 7645 Day Camp
  - 7648 VBS

- Ministry Programs:**
- 7130.1 Welcome Ctr & Lay Visitation
  - 7130.2 Narthex Hospitality Table
  - 7130.3 Bring-a-Friend Program
  - 7130.4 New Member Lunches
  - 7130.6 Special Activities
  - 7133.2 Card Ministry
  - 7133.3 Visitation Ministry/Travel
  - 7140 Communications
  - 7145 Stephen Ministry
  - 7155 Celebration Committee
  - 7165 Parish Nurse
  - 3110 Paper crafting Ministry
  - 3318 Funeral Lunches

- Youth Ministries**
- 7611 Curriculum
  - 7641 Youth
  - 7642 Youth Mission Trip
  - 7649 Youth Retreats
  - 7653 Confirmation
  - 7657 Safe Sanctuary
  - 3508 Work Camp
  - 3511 Transportation
  - 3512 Work Camp Emergency Fund
- Young Adult Ministries:**
- 7603.1 Military Care Packages
  - 7603.2 Curriculum
  - 7603.3 Programming
- College Ministry:**
- 7604.1 Spaghetti Dinner
  - 7604.2 Midnight Pancakes
  - 7604.3 College Publicity
  - 7604.4 College Care Packages
  - 7604.5 1st Friday @ Otterbein
  - 7604.6 OCF Care Packages
  - 7604.7 Otterbein Root Beer Keg
  - 7604.8 Hospitality/Misc.

- Grants:**
- 3953 WOC 2011 Campus Ministries
  - 3954 FTE Pastoral Leaders Internship
  - 8105 FTE Expenses

**Other:** \_\_\_\_\_  
\_\_\_\_\_  
Account Number: \_\_\_\_\_  
**(Account number must be included)**