

ADVENT LUTHERAN CHURCH -- WORSHIP -- CHECK REQUEST

Date:	_____ Church Credit Card Used	_____ Church Debit Card Used
Make check payable to the following:	Mail Check _____	Hold check _____
Name:	_____	
Address:	_____	
Address line 2:	_____	

Check Amount:	Date Needed:
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Please provide a full description of what we are paying for and attach invoices or other supporting documentation and/or special instructions for check:

The following **BUDGET LINE ITEMS** require a check request. Please indicate the budget line item to charge if appropriate. If one is needed other than listed here, please add below for "Other":

___ Altar Supplies	___ Supply Pastors	___ Special Musicians
___ Musical Equipment Maint	___ Supply DMM	___ Music Materials for special services
___ OTHER:		

Please indicate the **SPECIAL FUND** to be used if appropriate. Others may be added as appropriate and necessary. Ensure money is available before submitting:

___ W-Flowers	___ W-Music	___ W-Nursery
___ W-Ministry Discr (Pastor only)		
___ Other:		
___ Other:		

SIGNATURES (2 required for each check request)

<i>Requester signature (required)</i> =====>	Date:
<i>Authorized approver signature</i> =====> (Board chair, council liaison, or other associated person)	Date:
If over \$5,000, Executive Council approval is also required: <i>Executive Board Approval signature</i> =====>	Date:

Please attach invoice(s) or other supporting documentation and have 2 signatures before submitting. Completed forms may be placed in mail slot for Church Administrator in cabinet above large copier., Copy to be retained by board/committee chair.