

ADVENT LUTHERAN CHURCH -- OUTREACH -- CHECK REQUEST

Date:	_____ Church Credit Card Used	_____ Church Debit Card Used
Make check payable to the following:	Mail Check _____ Hold check _____ Put in mailbox _____	
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":

___ Advocacy Fee ELCA RJN	___ Advocacy Speakers/Workshops	___ Connect Ministry
___ Advocacy Library Books	___ Mecklenburg Ministries	___ New Member Materials
___ Advocacy Library Software	___ Synod Benevolence	___ Welcome Table
___ 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:

___ O-Adult Mission Trips	___ O-God's Work Our Hands	___ O-Social Ministry Discretionary
___ O- Chili Supper	___ O-Hit the Streets	___ O-Souper Bowl Sunday
___ O-Crop Walk	___ O-Kairos	___ O-Witness Discretionary
	___ O-Newell Partnership	
FEEDING THE HUNGRY:		
___ O- Prepared Meals	___ O-RITI	
___ O-Pantry/Advent Has Heart	___ O-Robinsdale Ministries	
___ O-Sandwiches		
___ O-Our Neighbors' Plate		
___ 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.