

ADVENT LUTHERAN CHURCH -- NURTURE & SUPPORT -- 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 typically 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":

___ Stewardship Campaign	___ Fun & Fellowship Events	
___ Stewardship Education		

___ 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:

___ NS-Adventurers Other	___ NS-Discretionary	___ NS-Lay Renewal
___ NS-Adventurers Christmas Jars	___ NS-Fellowship Events	___ NS-Maintenance Reserve
___ NS-Care Ministry	___ NS-Funeral Receptions	___ NS-Quilters Group
___ NS-Coffee Fund	___ NS-Kitchen	___ NS-Staff Gifts
___ NS-College Packets		

___ 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:
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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.