

ADVENT LUTHERAN CHURCH -- SPIRITUAL DEVELOPMENT -- 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":

___ Adult Education	___ Lenten Devotionals	___ Youth Sunday School
___ Advent Events	___ Special SS Events (inter-gen)	___ Special SD events
___ Children's Sunday School	___ VBS	___ Youth & Milestones
___ 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:

___ SD-Bible Studies	___ SD – Senior Sponsorship	___ SD-Youth Internal Activities
___ SD-BYG Camp Scholarships	___ SD-VBS	___ SD-Youth Mission
___ SD-Childrens' Church	___ SD-Via de Cristo Scholarships	___ SD-Youth Trips/Retreats
___ SD-Children's Offerings	___ SD-Youth Easter Breakfast	
___ SD-Confirmation Ministry	___ SD-812 Group	
___ SD-Day Camp	___ SD-Kids For Christ Group	
___ SD-Spiritual Devel Discretionary	___ SD-Little Lambs Group	
___ SD-Fall Festival	___ SD-Mustard Seeds Group	
___ SD-Racial Justice Library		
___ 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.