

**ADVENT LUTHERAN CHURCH -- GENERAL & PROPERTY CHECK REQUEST**

To be used when the expense do not fall into one of the quadrants

<b>Date:</b>	<input type="checkbox"/> Church Credit Card Used	<input type="checkbox"/> Church Debit Card Used
<b>Make check payable to the following:</b>	<b>Mail Check</b> <input type="checkbox"/>	<b>Hold check</b> <input type="checkbox"/> <b>Put in mailbox</b> <input type="checkbox"/>
Name:		
Address:		
Address line 2:		

<b>Check Amount:</b>	<b>Date Needed:</b>
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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":

<input type="checkbox"/> Door & locking systems (Security)	<input type="checkbox"/> Office Supplies & Expense	<input type="checkbox"/> Synod Conferences
<input type="checkbox"/> Heating - AC	<input type="checkbox"/> Postage	<input type="checkbox"/> Travel for Staff
<input type="checkbox"/> Inspections	<input type="checkbox"/> Payroll Subscription	<input type="checkbox"/> WSH Misc Repairs
<input type="checkbox"/> Janitorial Materials	<input type="checkbox"/> Card Personal Use Expense	<input type="checkbox"/> WSH Pest prevention
<input type="checkbox"/> Misc Repairs	<input type="checkbox"/> Continuing Ed for Staff (not Pastor)	<input type="checkbox"/> Parking Lot Expenses
<input type="checkbox"/> Termite/Pest Prevention	<input type="checkbox"/> Council Discretionary	<input type="checkbox"/> Meck Sales Tax
<input type="checkbox"/> Computer Repair/support	<input type="checkbox"/> Financial Review	
<input type="checkbox"/> Computer hardware	<input type="checkbox"/> Offering envelopes	
<input type="checkbox"/> OTHER:		
<input type="checkbox"/> 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:

<input type="checkbox"/> Financial Review	<input type="checkbox"/> Jubilee Capital	<input type="checkbox"/> Facilities Visioning
<input type="checkbox"/> Office Equipment	<input type="checkbox"/> Columbarium	<input type="checkbox"/> NC Synod Educ/Expns Grant
<input type="checkbox"/> Synod & special events	<input type="checkbox"/> PLACE (Continuing ed for Pastor)	<input type="checkbox"/> Pastor's Discretionary Fund
<input type="checkbox"/> WSH house purchase (needs Executive Board member as approver)		
<input type="checkbox"/> Memorial fund (Please specify fund name):		
<input type="checkbox"/> Maintenance Reserve		
<input type="checkbox"/> Other:		
<input type="checkbox"/> 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.