

ADVENT LUTHERAN CHURCH -- PASTOR CHECK REQUEST – Updated 8-2023

To be used when the expense does not fall into one of the quadrants or general check requests

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

<input type="checkbox"/> Congregational Relationship & Support	<input type="checkbox"/> Books & Professional Associations
<input type="checkbox"/> Member Assistance Program (MAP)	<input type="checkbox"/> Supply Pastor
<input type="checkbox"/> Staff Travel & Expenses	<input type="checkbox"/> Special Worship Expense
<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"/> Pastor's Discretionary Fund	<input type="checkbox"/> Members in Crisis Fund
<input type="checkbox"/> Pastor's Continuing Education (PLACE)	<input type="checkbox"/> Ministry Discretionary
<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:

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 Pastor.