

ADVENT LUTHERAN CHURCH -- SPIRITUAL DEVELOPMENT -- CHECK REQUEST

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:
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":

<input type="checkbox"/> Adult Small Groups	<input type="checkbox"/> Sunday School/Living Faith	<input type="checkbox"/> Special SD events
<input type="checkbox"/> Advent/Christmas Events	<input type="checkbox"/> VBS	<input type="checkbox"/> Youth & Milestones
<input type="checkbox"/> Lent/Easter Activities	<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"/> SD-Bible Studies	<input type="checkbox"/> SD – Senior Sponsorship	<input type="checkbox"/> SD-Youth Internal Activities
<input type="checkbox"/> SD-BYG Camp Scholarships	<input type="checkbox"/> SD-VBS	<input type="checkbox"/> SD-Youth Mission
<input type="checkbox"/> SD-Childrens' Church	<input type="checkbox"/> SD-Via de Cristo Scholarships	<input type="checkbox"/> SD-Youth Outside Events
<input type="checkbox"/> SD-Children's Offerings	<input type="checkbox"/> SD-Youth Easter Breakfast	<input type="checkbox"/> SD-Youth Trips/Retreats
<input type="checkbox"/> SD-Confirmation Ministry	<input type="checkbox"/> SD-812 Group	
<input type="checkbox"/> SD-Day Camp	<input type="checkbox"/> SD-Kids For Christ Group	
<input type="checkbox"/> SD-Spiritual Devel Discretionary	<input type="checkbox"/> SD-Little Lambs Group	
<input type="checkbox"/> SD-Fall Festival	<input type="checkbox"/> SD-Mustard Seeds Group	
<input type="checkbox"/> SD-Racial Justice Library		
<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 board/committee chair.