

**ADVENT LUTHERAN CHURCH -- WORSHIP -- CHECK REQUEST – UPDATED 8/2023**

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

<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 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":

___ Altar Supplies	___ Special Worship Expense	___ Music Materials for special services
___ Musical Equipment Maint	___ Supply DMM	___ Supply Pastors
___ 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:

___ W-Altar Guild	___ W-Music	___ W-Yamaha Piano
___ W-Flowers	___ W-Ministry Discretionary (Ward only)	
___ 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:
<b>If over \$5,000, Executive Council approval is also required:</b> <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.*