

ADVENT LUTHERAN CHURCH -- GENERAL & PROPERTY CHECK REQUEST - updated 8/2023

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

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 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":

___ Door & locking systems (Security)	___ Office Supplies & Expense	___ Synod Conferences
___ Heating - AC	___ Postage	___ Travel for Staff
___ Inspections	___ Fire Alarm Monitoring	___ WSH Misc Repairs
___ Janitorial Materials	___ Continuing Ed for Staff (not Pastor)	___ WSH Pest prevention
___ Misc Repairs	___ Council Discretionary	___ Meck Sales Tax
___ Termite/Pest Prevention	___ Financial Review	
___ Computer Repair/support	___ Offering envelopes	
___ Computer hardware		
___ OTHER:		
___ 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:

___ Financial Review	___ Jubilee Capital	___ WSH Garden Project
___ Office Equipment	___ Columbarium	___ WSH Related Expense
___ Synod & special events	___ PLACE (Continuing ed for Pastor)	
___ Maintenance Reserve		
___ Memorial fund (Please specify fund name):		
___ 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.