Fn: check request general rev Aug2018.doc

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

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

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| --- | --- |
| **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: |  |

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| --- | --- | --- | --- |
| **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 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”:** | | | |
| \_\_\_ Inspections | \_\_\_ Janitorial Materials | | \_\_\_ Janitorial Service |
| \_\_\_ Heating – AC Maintenance | \_\_\_ Misc Repairs | | \_\_\_ Door & locking systems (Security) |
| \_\_\_ Lawn Care | \_\_\_ Database software | | \_\_\_ eSpace software |
| \_\_\_ Parking Lot Expenses | \_\_\_ Computers & Technology | | \_\_\_ Internet & wife support |
| \_\_\_ Office Supplies & Expense | \_\_\_ Postage | | \_\_\_ Background Checks |
| \_\_\_ Financial Review | \_\_\_ Offering Envelopes | | \_\_\_ Synod Conferences |
| \_\_\_ Payroll Subscription | \_\_\_ Council Discretionary | | \_\_\_ Travel for Staff |
| \_\_\_ Continuing Ed for Staff (not Pastor) | \_\_\_ WSH Security Repairs | | \_\_\_ WSH Lawn |
| \_\_\_ WSH Janitorial care/supplies | \_\_\_ WSH Pest prevention | | \_\_\_ WSH Misc Repairs |
| \_\_\_ 50th anniversary (Jubilee) |  | |  |
| \_\_\_ 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 | \_\_\_ Dream Big | | \_\_\_ Facilities Visioning |
| \_\_\_ Office Equipment | \_\_\_ Columbarium | | \_\_\_ Seminarian Support Fund |
| \_\_\_ Synod & special events | \_\_\_ PLACE (Continuing ed for Pastor) | | \_\_\_ Pastor’s Discretionary Fund |
| \_\_\_ WSH house purchase (needs Executive Board member as approver) | | | |
| \_\_\_ Memorial fund (Please specify fund name): | | | |
| \_\_\_ Maintenance Reserve | | | |
| \_\_\_ Other: | | | |

|  |  |  |
| --- | --- | --- |
| **SIGNATURES (2 required for each check request):** | | |
| *Requester signature (required) ========🡺* |  | Date: |
| *Authorized approver signature* ==========🡺  (Board chair, council liaison, or other associated person) |  | Date: |
|  | | |
| ***If over $5,000, Executive Council approval is also required:***  ***Executive Board Approval signature =====🡺***  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.***