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**

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