Fn: check request nurture-support rev Aug2018.doc

**ADVENT LUTHERAN CHURCH -- NURTURE & SUPPORT -- CHECK REQUEST**

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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”:** |
| \_\_\_ Stewardship Campaign | \_\_\_ College Nurture Ministry | \_\_\_ Care Ministry |
| \_\_\_ Stewardship Education | \_\_\_ Member Assistance Program (MAP) | \_\_\_ Connect Ministry |
| \_\_\_ Fun & Fellowship Events | \_\_\_ New Member Materials | \_\_\_ Congr Relationship & Support |
| \_\_\_ 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:** |
| \_\_\_ NS-Adventurers Other | \_\_\_ NS-Fellowship Events | \_\_\_ NS-Members in Crisis |
| \_\_\_ NS-Adventurers Christmas Jars | \_\_\_ NS-Financial Peace University | \_\_\_ NS-Quilters Group |
| \_\_\_ NS-Care Ministry | \_\_\_ NS-Funeral Receptions | \_\_\_ NS-Staff Gifts |
| \_\_\_ NS-Coffee Fund | \_\_\_ NS-Kitchen | \_\_\_ NS-Stewardship |
| \_\_\_ NS-College Packets | \_\_\_ NS-Lay Renewal | \_\_\_ NS-Young Adult Sunday Dinners |
| \_\_\_ NS-Discretionary | \_\_\_ NS-Maintenance Reserve |  |
| \_\_\_ Other: |

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| **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.***