Fn: check request spiritual development rev Aug2018.doc

**ADVENT LUTHERAN CHURCH -- SPIRITUAL DEVELOPMENT -- 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 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”:** | | | |
| \_\_\_ Preschool Sunday School | \_\_\_ LL Baptism Ministry | | \_\_\_ Confirmation literature/Bibles |
| \_\_\_ Childrens’ Sunday School | \_\_\_ LL Story Bibles | | \_\_\_ Conf Evening Honor/Faith Chests |
| \_\_\_ Youth Sunday School | \_\_\_ LL Qtrly Events | | \_\_\_ Conf special program expense |
| \_\_\_ Adult Education | \_\_\_ K4C Blessing of backpacks | | \_\_\_ 812 Senior Blessing |
| \_\_\_ VBS | \_\_\_ K4C 1st Communion | | \_\_\_ 812 First Fridays |
| \_\_\_ Lenten Devotional | \_\_\_ K4C Group Meetings | | \_\_\_ 812 Monthly Meetings |
| \_\_\_ Special SS events (Rally day/intergen) | \_\_\_ Mustard Seeds First Bibles | | \_\_\_ Gifts to celebrate college grad |
| \_\_\_ Advent Events | \_\_\_ Mustard Seeds Group Meetings | | \_\_\_ Special SD events (youth Sunday, EOY picnic, etc) |
|  | \_\_\_ Mustard Seeds Group Meetings | |  |
| \_\_\_ 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:** | | | |
| \_\_\_ SD-Bible Studies | \_\_\_ SD-VBS | | \_\_\_ SD-Youth Internal Activities |
| \_\_\_ SD-BYG Camp Scholarships | \_\_\_ SD-Via de Cristo Scholarships | | \_\_\_ SD-Youth Mission |
| \_\_\_ SD-Childrens’ Church | \_\_\_ SD-Youth Easter Breakfast | | \_\_\_ SD-Youth Outside Events |
| \_\_\_ SD-Confirmation Ministry | \_\_\_ SD-812 Group | | \_\_\_ SD-Youth Room Renovations |
| \_\_\_ SD-Day Camp | \_\_\_ SD-Kids For Christ Group | | \_\_\_ SD-Youth Trips |
| \_\_\_ SD-Spiritual Devel Discretionary | \_\_\_ SD-Little Lambs Group | |  |
| \_\_\_ SD-Fall Festival | \_\_\_ SD-Mustard Seeds Group | |  |
| \_\_\_ SD-Holy Land Tour 2019 | \_\_\_ SD-Route 67 group | |  |
| \_\_\_ SD Library |  | |  |
| \_\_\_ Other | | | |
| \_\_\_ 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.***