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.***