Fn: check request WORSHIP rev Aug2018.doc

**ADVENT LUTHERAN CHURCH -- WORSHIP -- CHECK REQUEST**

|  |  |
| --- | --- |
| **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 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”:** |
| \_\_\_ Altar Supplies | \_\_\_ Copyrights – Sundays & Seasons | \_\_\_ Supply DMM |
| \_\_\_ Musical Equipment Maint | \_\_\_ Copyrights - movies | \_\_\_ Special Musicians |
| \_\_\_ Copyrights - CCLI | \_\_\_ Supply Pastors | \_\_\_ Music Materials for special services |
|  |  |  |
| \_\_\_ 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:** |
| \_\_\_ W-Flowers | \_\_\_ W-Music | \_\_\_ W-Nursery |
| \_\_\_ Other: |
| \_\_\_ 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.***