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.***