

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

<b>Date:</b>	_____ <b>Church Debit Card Used -- check if YES</b>
<b>Make check payable to the following:</b>	<b>Mail Check</b> _____ <b>Hold check</b> _____ <b>Put in mailbox</b> _____
Name:	
Address:	
Address line 2:	

<b>Check Amount:</b>	<b>Date Needed:</b>
----------------------	---------------------

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-Congregational Life	___ NS-Line Dancing	
___ NS-Discretionary	___ NS-Maintenance Reserve	

\_\_\_ Other:

**SIGNATURES (2 required for each check request):**

<b>Requester (required):</b>		Date:
Signature: →		
<b>Authorizing Party (required):</b>		Date:
(Board chair, council liaison, or other associated person)		
Signature: →		
<b>If over \$5,000, Executive Council approval is also required:</b>		Date:
Signature: →		

*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.*