

ADVENT LUTHERAN CHURCH -- WORSHIP -- CHECK REQUEST

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

Check Amount:	Date Needed:
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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 - movies	___ Supply for DMM
___ Musical Equipment Maint	___ Supply Pastors	___ Music Materials for special services
___ Copyrights-CCLI/Sundays & Seasons	___ Special Misicians	
___ 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 (required):		Date:
Signature: →		
Authorizing Party (required):		Date:
(Board chair, council liaison, or other associated person)		
Signature: →		
If over \$5,000, Executive Council approval is also required:		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.