



CHURCH CHECK REQUEST

Date: _____ Check Requested By: _____
 Amount: _____ Date Needed By: _____

If Check, Disposition: Hold for Pickup Mail

Payee Name: _____
 Payee Address: _____
 Payee City/State/Zip: _____

Check Box to Indicate the Account the Funds are Coming From:

PASTOR EXPENSE ACCOUNTS:

- 1-500120 ASSOC PASTOR-ADMN EXP ACCT
- 1-500130 SR PASTOR EXPENSE ACCT
- 1-500135 ASSOC PASTOR-EXP ACCT
- 1-500140 DEACON EXPENSE ACCT

- 1-515150 VBS
- 1-515170 SEASONAL PROGRAMMING
- 1-515200 CHILDCARE MATERIALS
- 1-515210 CHILDCARE TRAINING
- 1-520009 SPECIAL PROGRAMMING & EVENTS

- 1-560135 IT SUPPORT
- 1-560140 OFFICE SUPPLIES
- 1-560145 FELLOWSHIP
- 1-560150 PAPER/ENVELOPES
- 1-580170 ADVERTISING

WORSHIP & MUSIC:

- 1-500160 WORSHIP SUPPLIES
- 1-500170 WORSHIP COPYRIGHT/LICENSING
- 1-500175 WORSHIP PUBLICATIONS
- 1-500180 WORSHIP SPECIALTY SUPPLIES
- 1-505100 MUSIC-SANCTUARY
- 1-505110 MUSIC-CHILDREN
- 1-505120 CHORAL SCHOLARS
- 1-505121 INSTRUMENTAL SUPPORT
- 1-505130 SUPPLIES-CHILDREN
- 1-505140 MUSICALS-CHILDREN'S CHOIR
- 1-505150 HANDBELLS
- 1-565170 INSTRUMENT REPAIRS/TUNING

YOUTH MINISTRIES:

- 1-520100 PROGRAMMING & UMYF RES
- 1-520110 TRIPS & RETREATS
- 1-520140 YOUTH MISSIONS
- 1-520150 CONFIRMATION
- 1-520160 WORKER TRAINING & SUPPORT
- 1-520170 SUNDAY SCHOOL RESOURCES

FACILITIES:

- 1-565095 FACILITIES LEASE/MTNCE AGREEMENTS
- 1-565100 FACILITIES MAINTENANCE
- 1-565110 MAINTENANCE SUPPLIES
- 1-565115 MAINTENANCE EQUIPMENT
- 1-565120 UTILITIES PARSONAGE
- 1-565122 CLERGY UTILITIES
- 1-565150 TELEPHONE
- 1-555175 HOMELESS BREAKFAST SUPPLIES
- 1-565111 CLEANING CONTRACT SERVICES
- 1-565112 JANITORIAL SUPPLIES
- 1-565113 CONTRACT CUSTODIAN
- 1-565114 CUSTODIAL EQUIPMENT

CHILDREN'S MINISTRIES:

- 1-515100 CLASSROOM MATERIALS
- 1-515110 FAMILY OUTREACH
- 1-515120 ADULT TRAINING & EDUCATION
- 1-515130 FURNITURE & PLAY EQUIPMENT

ADULT & OTHER MINISTRIES:

- 1-540100 MEMBERSHIP PROGRAMMING
- 1-530100 CARE MINISTRY
- 1-530110 STEPHEN MINISTRY
- 1-545100 STEWARDSHIP
- 1-555170 FOURTH TUESDAY BREAKFAST

ADMINISTRATIVE:

- 1-560100 POSTAGE
- 1-560110 PRINTING
- 1-560120 OFFICE EQUIPMENT
- 1-560130 OFFICE LEASE/MTNCE AGREEMENTS

OTHER (NOT LISTED) _____

Explanation of the expenditure and any special instructions:

I am requesting payment/transfer for these expenses (please sign below and obtain approval as needed):

Check/Transfer Requested By: (signature) _____
 Check/Transfer Approved By: (signature) _____