

ADVENT LUTHERAN CHURCH -- ADVENTURE PRESCHOOL CHECK REQUEST

To be used only for APS check requests. Non-APS should use ALC quadrant or general check request.

Date:	<input type="checkbox"/> SAM'S Credit Card <input type="checkbox"/> Church Debit Card Check appropriately if YES
Make check payable to the following:	Mail Check <input type="checkbox"/> Hold check <input type="checkbox"/> Put in mailbox <input type="checkbox"/>
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 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":

<input type="checkbox"/> Celebrations / VBS	<input type="checkbox"/> Capital Expense	<input type="checkbox"/> Books & Teaching Resources
<input type="checkbox"/> Festivals / Fall	<input type="checkbox"/> Helping Hearts Creche	<input type="checkbox"/> Professional Dev Res
<input type="checkbox"/> Dumpster	<input type="checkbox"/> Janitorial Supplies	<input type="checkbox"/> Misc Background Checks
<input type="checkbox"/> Snacks	<input type="checkbox"/> Office Supplies	<input type="checkbox"/> Classroom Consumables
<input type="checkbox"/> Other		
<input type="checkbox"/> 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:

<input type="checkbox"/> Oher
<input type="checkbox"/> 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.