

ADVENT LUTHERAN CHURCH -- GENERAL & PROPERTY CHECK REQUEST

To be used when the expense does not fall into one of the quadrants or property special check requests

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 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":

___ Inspections	___ Janitorial Materials	___ Heating – AC Maintenance
___ Lawn Care	___ Security Monitoring & Svc.	___ Misc Repairs
___ Parking Lot Expenses	___ Computers & Technology	___ Software
___ Office Supplies & Expense	___ Postage	___ Background Checks
___ Financial Review	___ Offering Envelopes	___ Synod Conferences
___ Payroll Subscription	___ Council Discretionary	___ Travel for Staff
___ Continuing Ed for Staff (not Pastor)	___ WSH Security Repairs	___ WSH Lawn
___ WSH Janitorial care	___ WSH Termite & pest prevention	___ WSH Internet
___ 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:

___ Financial Review	___ Council Discretionary	___ Facilities Visioning
___ Office Equipment	___ Columbarium	___ Seminarian Support Fund
___ Synod & special events	___ PLACE (Continuing ed for Pastor)	___ Pastor’s Discretionary Fund
___ WSH house purchase (needs Executive Board member as approver)		
___ Memorial fund (Please specify fund name):		
___ Maintenance Reserve		
___ 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.