

Advent Lutheran Church
Outreach Check Request

LOG # _____

Date:

Make check payable to:

Address:

Check Amount:

Dated Needed:

Description of what we are paying for:

Please indicate Budget line to charge (required)

Banners	_____
HELP	_____
Other Advertising	_____
Synod Benevolence	_____
Welcome Table	_____

Please indicate Special Fund line to charge (required)

Room in the Inn	_____
Sandwiches	_____
Souper Bowl Sunday	_____
Thrivent Choice	_____
Witness Discretionary	_____
Other:	_____

Chili Supper	_____
Crop Walk	_____
Disaster Relief	_____
Fair Trade	_____
Kairos	_____
Keeping the Promise (LSA)	_____
Outreach Discretionary	_____

Signatures:

Requesting Party (required):

Revised 7/21/11/2011

Authorizing Party (Board Chair, Council liaison, etc) (required):

If over \$5,000.00, Executive Council approval is also needed:

Please attach invoices(s) or other supporting documentation.

Copies to: Board/Committee Chair