

Advent Lutheran Church
Worship 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)

Altar Supplies	_____
Bulletins	_____
Choir Supplies	_____
Copyrights	_____
Discretionary	_____
Piano & Organ Maintenance	_____
Supply Musicians/Pastors	_____

Please indicate Special Fund

line to charge (required)

Children's Church	_____
Choir Music	_____
Discretionary	_____
Flowers	_____
Other:	_____

Signatures:

Requesting Party (required):

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