

# CHECK REQUEST FORM

*updated 3/22/16*

PERSON MAKING REQUEST: \_\_\_\_\_

Contact info in case of questions: email \_\_\_\_\_ phone \_\_\_\_\_

DATE OF REQUEST\*: \_\_\_\_\_ AMOUNT REQUESTED: \_\_\_\_\_

\*NOTE: For requests completed by Wed. 4PM, checks will be signed on Sun. & sent out Mon. After Wed. 4PM, checks will not be signed until 10 days later.

ISSUE CHECK TO: \_\_\_\_\_

\_\_\_ Please mail to (address) : \_\_\_\_\_

\_\_\_ Please leave in my church mailbox

\_\_\_ Please leave with Ann in the church office

ITEM(S) PURCHASED\*\*: \_\_\_\_\_

\*\*Please attach itemized cash register receipt or invoice requesting payment.

Please mark the applicable Budget category(s) below and fill in amount to each category:

	<b>Amount:</b>		<b>Amount:</b>		<b>Amount:</b>		<b>Amount:</b>
<b>SENIOR PASTOR:</b>		<b>MUSIC &amp; WORSHIP:</b>		<b>OFFICE EXPENSE:</b>		<b>DEACONS:</b>	
Auto Allowance (#5025)	□	Instrum. Music (#7401)	□	Webpage Expense	□	Communion (#8715)	□
Educ./ Books (#5024)	□	Instrum.Tuning (#7402)	□	Office Expense (#6501)	□	Community Assist (#8703)	□
Medical/Dental (#5018)	□	Organ Maintenance	□	Paper (#6501)	□	Deacon Misc Exp (#8712)	□
Prof. Expenses (#5022)	□	M&W Misc. (#7404)	□	Postage (#6505)	□	Homeless Shelter (#8705)	□
		Liturgical Paraph (#7405)	□	Soft/Hardware (#6506)	□	Housing Assistance	□
<b>ASST TO PASTOR:</b>		Choir Supplies (#7406)	□			Memorial Exp. (#8704)	□
Prof. Expenses (#5202)	□	Suppl. Musicians (#7407)	□	<b>CHILDREN &amp; YOUTH:</b>		Sacred Heart (#8707)	□
Prof. Reimb. (#5204)	□	Temp. Organist (#5505)	□	Child Curriculum (#7301)	□	Second Harvest (#8708)	□
				Child Train/Recog (#7302)	□	WP Assistance (#8702)	□
<b>FACILITIES:</b>		<b>OUTREACH:</b>		Children Supplies (#7304)	□		
Bldg. Improve. (#6201)	□	Adult Program (#7102)	□	Youth Curriculum (#7201)	□	<b>IN/OUT ACCOUNTS:</b>	
Hospitality Prod. (#6114)	□	Child Care (#5504)	□	Youth Prog/Event (#7203)	□	Easter	□
Maint. Supplies (#6116)	□	Church & Comm (#7621)	□	Youth Supplies (#7207)	□	Fundraiser	□
Parking Lot (#6120)	□	Concerts	□			Gathering Grant	□
		Fellowship Event (#7702)	□	<b>SESSION:</b>		Rental deposits	□
<b>PERSONNEL:</b>		Library (#7105)	□	Generosity Team	□	Sanctuary Windows	□
HR, Personnel	□	Membership Exp (#7704)	□	Leader Training (#7108)	□	Second Harvest	□
Youth Dir Exp (#5304)	□	New Members (#7701)	□	Pulpit Supply	□	VBS/4th of July	□
		Women Ministry (#7107)	□	Session Expense (#7501)	□	Women's Retreat	□
<b>MISSIONS:</b>				Session Lunch (#7505)	□		
_____	□	<b>WEDNESDAY NIGHT SERVICE</b>		Staff/Elder Recog (#7510)	□		
		Advertising (#1301)	□				
		Childcare (#1302)	□				
		Curriculum (#1303)	□				
		Food (#1304)	□				
		Worship Team (#1305)	□				
		Youth Director (#1306)	□				

Signature of Ministry Leader\*\*\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Note: Request will be denied without proper signature

EMAIL FORM TO INFO@WESTPRES-SJ.ORG or LEAVE IN ANN'S BOX