

**CHECK REQUEST FORM** (please complete and put in Financial Secretary's mailbox) Revised 5/2016

Amount: \$ \_\_\_\_\_  Will pick up check     Please Mail Check     Visa

Date Needed: \_\_\_\_\_ (requests received by noon on Thursday will be available the following Tuesday)

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Please reimburse me/pay invoice for the following: (attach receipts or invoice) \_\_\_\_\_

Transfer: From Account # \_\_\_\_\_ To Account # \_\_\_\_\_

This is a cash advance request for: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: (if you are **not** responsible for the budget item to be charged): \_\_\_\_\_

**Charge the expense to the following account or accounts:**

**Trustees:**

- 4011.1 Scheduled Services
- 4011.3 Cleaning Supplies
- 4011.4 Maintenance Supplies
- 4011.5 Repairs
- 4021 Parsonage Repairs & Maint
- 4040 Office Equipment
- 8107 Kitchen Supplies
- 2531 Major Building Repairs

**SPRC:**

- 5011.3 Pastor's ARP
- 5012.3 Assoc. Pastor's ARP
- 5014.6 Travel - Next Gen.
- 5014.8 Travel -Visitation

**Music & Worship:**

- 6511 Chancel Choir (Budget)
- 3107 Chancel Choir (Gifts)
- 6513 Bell Choir
- 6514 Children's Choir
- 6530 Worship
- 6532 Contemporary Service
- 6534 Seasonal Supplies

**Office:**

- 7010 Office Supplies
- 7010.7 Offering Envelopes
- 7010.8 Computer Software
- 7020 Postage
- 7030 CD Ministry
- 8103 Church Family Care

**Education (Children & Adults):**

- 7610.1 Children's Curriculum
- 7610.2 Adult Education
- 7620 Leadership/Resources
- 7625 Gifts/Bibles
- 7630 Supplies/Equipment
- 7636 Teacher Appreciation
- 7638 Christmas Teacher Gifts
- 7640.1 M&Ms
- 7640.2 U2
- 7640.4 Club Sam
- 640.6 Kids Night In
- 7646 Subsidies/Camp Scholarships
- 7645 Day Camp
- 7648 VBS
- 3703 M&M Meals (designated account)

**Ministry Programs:**

- 7130 Outreach—other
- 7130.1 Welcome Ctr & Lay Visitation
- 7130.2 Narthex Hospitality Table
- 7130.3 Bring-a-Friend Program
- 7130.4 New Member Lunches
- 7130.6 Laundry Ministry
- 7133.2 Card Ministry
- 7140 Communications
- 7145 Stephen Ministry
- 7155 Celebration Committee
- 7165 Parish Nurse
- 3110 Paper crafting Ministry
- 3318 Funeral Lunches

**Finance/Other:**

- 8030 Stewardship
- 3112 Family Assistance Fund
- 3122 Pastor's Discretionary Fund

**Youth Ministries**

- 7611 Curriculum
- 7641 Youth
- 7642 Youth Work camp
- 7649 Youth Retreats
- 7653 Confirmation
- 7657 Safe Sanctuary
- 3508 Work Camp (designated acct)
- 3501 Youth Ministry Dinners

**College Ministry:**

- 7604.1 Spaghetti Dinner
- 7604.2 Midnight Pancakes
- 7604.3 College Publicity
- 7604.4 College Care Packages
- 7604.5 1st Friday @ Otterbein
- 7604.8 Hospitality/Misc.
- 7604.9 Small Groups
- 7604.10 Mission Opportunities
- 7604.11 Adopt a College Student
- 7604.12 Otterbein Big Plunge
- 7604.13 Crossroads

**Missions:**

- 6032 Local Missions
  - 6040.\_\_\_\_\_ Global Missions
- Mission Project \_\_\_\_\_  
\_\_\_\_\_

**Other:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Number: \_\_\_\_\_

**(Account number must be included)**