

# CHECK REQUEST



## RECEIPTS

Must be provided except for certain personal services.  
Check one

- Attached**  
Required for reimbursement
- To Follow**  
Advance request
- Not Applicable**  
Supply pastors and Substitute musicians

**PLACE FORM, WITH RECEIPTS, IN BOOKKEEPER'S BOX**

## CHECK INFO

Amount \$ \_\_\_\_\_ When Needed \_\_\_\_\_

Payable to \_\_\_\_\_

Mail (address) \_\_\_\_\_

Other Distribution (specify) \_\_\_\_\_

## EXPLANATION OF EXPENSE

If it is not very, very obvious why this expenditure was made, tell us about it.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REQUEST AND APPROVAL INFO

If an expense isn't requested by the group in charge of the expense, obtain approval.

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

## ACCOUNTING INFO

**Account** Type of expense - what this money was spent on. See common accounts.

**Fund** Source of money to pay for this expenditure.

- General Fund (Budget)
- Pastor's Discretionary
- Pass Thru
- Youth (Money raised by)
- Renovations
- 7011 Harford
- Music Outreach
- Benevolence

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

## FINANCE AREA

Check # \_\_\_\_\_

Prepared by \_\_\_\_\_

Date distributed \_\_\_\_\_

Controller review \_\_\_\_\_

Form F1, St. Luke Evangelical Lutheran Church (rev. 06/08)

## Common Accounts and Funds With Which They May Be Used

✓ = Primary funds used with this account  
✓ = Funds which have chosen in the past to supplement this account

(Not all accounts or funds are listed here. Call the Bookkeeper or Treasurer if you have questions.)

Approval	Account (Type of Expenditure)	Fund						
		General (Budget)	Pastor's Discretionary	Pass Thru	Youth	Renovations	7011 Harford	Music Outreach
<b>Common Special Purpose Expenditures</b>								
Fundraising or sponsor group	Fund Raising Activities							
Pastor or W&M	Grants-Multicultural Worship							
Renovation Comm.	Kitchen Renovation							
Property	Property - Utilities, Repairs, etc. (7011)							
Pastor/Camp Directors	Music Camp							
Pastor	Congregational Benevolence (aid to members & community)							
	Benevolence (to a specific charity)							
<b>Other Common Expenditures</b>								
Christian Ed	Education-Summer Day Camp							
Christian Ed	Education-Teaching Materials							
Christian Ed/Pastor/Youth	Education-Youth Programs							
Property/Secretary	Maintenance-General							
Property/Secretary	Maintenance-Cleaning Supplies							
	Office-Postage							
	Office-Supplies							
Property/Secretary	Utilities-Heat & Light							
Property/Secretary	Utilities-Water							
Community Ministry / Pastor	Discipleship (includes Egg Hunt)							
Pastor/Secretary	Synod Convention Expense							
Evangelism/ Pastor	Evangelism-Invitation & Publicity							
Fellowship	Fellowship							
Stewardship/ Secretary	Stewardship -Envelopes, Supplies							
Worship & Music/ Secretary	Worship & Music - Altar Flowers, Licenses, Supply Pastor, Musicians, Worship Supplies, etc.							
Pastor	Staff Morale (Lunches, etc.)							
Pastor	Congregation-Pastoral Care							