

# Grace Fellowship Check Request

Please choose **one** of the following:

- I am requesting reimbursement for an out-of-pocket expense.

*Documentation: Attach the receipt to this form.*

- I am requesting a check for expenses I will incur in the future.

*Documentation: Submit an expense report with all receipts attached when the money is used.*

Choose one:  Mail the check to me at \_\_\_\_\_

Hand the check to me

Leave the check at the church office for me to pick up

- I am requesting a check to pay for items I have received. Please mail the check to the vendor.

*Documentation: Attach the invoice and the packing list. Sign and date the packing list.*

- Please give the check to me, and I will send it to the vendor.

*Documentation: Submit the paid invoice and the signed packing list when the items are received.*

Choose one:  Mail the check to me at \_\_\_\_\_

Hand the check to me

Leave the check at the church office for me to pick up

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Check is needed on or before \_\_\_\_\_

Check should be made payable to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Amount of check \$ \_\_\_\_\_

Purpose/Description of item(s) \_\_\_\_\_

Budget line (see the list on the other side) \_\_\_\_\_

Your name \_\_\_\_\_

Today's date \_\_\_\_\_

Expense authorized by \_\_\_\_\_

After obtaining authorization,  
submit this form and any required documentation  
to the Church Treasurer.

**Treasurer's Use**

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

Date \_\_\_\_\_

# Budget Lines

Pastor-----Telephone  
-----Books & supplies  
-----Conference expenses  
-----Other business expenses  
-----Guest speaker honorariums

Administration -----Office supplies  
-----Office equipment, software, internet  
-----Office equipment maintenance  
-----Printing & postage  
-----Bulletin supplies & publications  
-----Other/Misc  
-----Bookkeeping & audit expenses

Facility/Operations-----Fellowship/Social events

Worship/Sunday service---Sound equipment  
-----Music copyrights  
-----Communion & refreshments

Children's Ministry

Youth Ministry -----Youth Group

Ministry Teams -----Knowing God Team  
-----Imitating God Team  
-----Making Him Known Team