

Springfield Church of Christ — Check Request Form (ver 1.1, June '07)

— Attach receipt(s) and place in Treasurer folder when completed —

Date: _____

Your Name: _____

Name of approving ministry leader: _____

Signature of approving ministry leader: _____

Amount of request: _____

What is expense for: _____

Budget Category for expense (Check appropriate box):

Benevolence	
<input type="checkbox"/>	Benevolence
Body and Soul Ministry	
<input type="checkbox"/>	Health Ministry
Building and Grounds	
<input type="checkbox"/>	Equipment Purchase-Rent
<input type="checkbox"/>	Janitorial Expense & Supplies
<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	Lawn Expense
<input type="checkbox"/>	Repairs & Maintenance
<input type="checkbox"/>	Snow Removal
Christian Education	
<input type="checkbox"/>	Capital Expenses (Equipment)
<input type="checkbox"/>	Curriculum
<input type="checkbox"/>	General Education
<input type="checkbox"/>	Training and Development
<input type="checkbox"/>	VBS Materials & Supplies
Evangelism	
<input type="checkbox"/>	Curriculum

Fellowship	
<input type="checkbox"/>	Fellowship
<input type="checkbox"/>	Sunshine Flowers
<input type="checkbox"/>	Wedding Organizing
<input type="checkbox"/>	Women's Ministries
Finance	
<input type="checkbox"/>	Supplies for Treasurer
Heart to Heart Ministry	
<input type="checkbox"/>	Women's Ministries
Multi-Media Ministry	
<input type="checkbox"/>	Internet Web Site Expense
<input type="checkbox"/>	IT Ministry - Other
Office Staff Ministry	
<input type="checkbox"/>	Church Activity Fund
<input type="checkbox"/>	Counseling Supplies
<input type="checkbox"/>	Leadership Development
<input type="checkbox"/>	Small Group
<input type="checkbox"/>	Office Equipment
<input type="checkbox"/>	Office Supplies
<input type="checkbox"/>	Outside Printing
<input type="checkbox"/>	Postage
<input type="checkbox"/>	Staff Reimbursement (Mileage)
<input type="checkbox"/>	Supplies for Ministry(Minister)

Senior Saints Ministry	
<input type="checkbox"/>	Bus Fuel
<input type="checkbox"/>	Bus Insurance
<input type="checkbox"/>	Bus Repairs
<input type="checkbox"/>	Major Bus Repairs
Student Ministry	
<input type="checkbox"/>	Service Projects
<input type="checkbox"/>	Special Events
<input type="checkbox"/>	YM Education Resources
<input type="checkbox"/>	YM Misc. Expense
<input type="checkbox"/>	Youth Group Meetings
<input type="checkbox"/>	Youth Ministry Trips
Worship	
<input type="checkbox"/>	Music Ministry
<input type="checkbox"/>	Sound Audio
<input type="checkbox"/>	Worship Service Speakers-Revivals
Worship Support	
<input type="checkbox"/>	Baptismal Expenses
<input type="checkbox"/>	Communion Expense

To whom is check payable: _____

Any additional notes: _____

Signature: _____

Treasurer Use Only

Check Number: _____

Date: _____