

## Check Request Form

01 MINISTRY EXPENSE	
_____ 6010	Senior Pst. Expense
_____ 6020	Youth/Family Expense
_____ 6030	Worship/HS Expense

_____ 5610	Promiseland
_____ 5620	Nursery
_____ 5650	AWANA
_____ 5660	Puppets
_____ 5670	Sr. High
_____ 5680	Jr. High
_____ 5690	College/20Something
_____ 5695	Scholarships
_____ 5700	VBS
_____ 5810	Advert Yellow Pages
_____ 5820	Advert General
_____ 5830	Telephone/Internet
_____ 5850	Books/Publication
_____ 5860	CD Ministry
_____ 5870	Decorations
_____ 5880	Gifts & Flowers
_____ 5890	Kitchen Supply
_____ 5895	AV Equip & Supply
_____ 5920	Gen Misc
_____ 5955	Paper Supplies
_____ 5970	Office Equip/Supplies
_____ 5975	Postage
_____ 6200	Missions Special Projects
_____ 6260	Gen Maintenance
_____ 6280	Vehicles Maint/Repairs
_____ 6330	Furniture/Equip Maint.
_____ 6420	Worship
_____ 6510	Men's Ministry
_____ 6520	Women's Ministry
_____ 6530	ABFs
_____ 6540	Conferences
_____ 6560	Leadership Development
_____ 6570	Outreach & Evangelism
_____ 6580	Small Group Ministry

02 PASS THRU EXPENSE ACCTS	
_____ 9110	Awana
_____ 9135	VBS
_____ 9140	Promiseland
_____ 9150	Sr. High
_____ 9160	Jr. High
_____ 9170	Teen Work Trips
_____ 9185	Deacon's Fund
_____ 9204	Men's Ministry
_____ 9230	Summer Work Trip
_____ 9245	Women's Ministry
_____ 9250	Kitchen
_____ 9255	Library
_____ 9265	Vending Machine
_____ 9275	Support Our Soldiers
_____ 9295	Study Materials
_____ 9315	Christmas Dinner
_____ 9320	National Day of Prayer
_____ 9325	Touched Twice
_____ 9335	Worship
_____ 9360	Leadership Development
_____ 9364	Facility Improvement Fund
_____ 9366	Love Offering

Check Request Information	
Payable to: _____	
Address: _____ _____	
Check Amount \$ _____	
----- <i>This section for office use.</i> -----	
Check #: _____	Check Date: _____
Item Description: _____ _____ _____ _____ _____	
X _____ Signature of department head	

\*Please obtain Dept Head signature **before** turning receipt in to Bookkeeper. Thank you!