

CHECK REQUEST/EXPENSE FORM

(Save this form to your computer, fill in fields, save the file, and email to tlancaster@aldersgateum.com)

CHECK PAYABLE TO: _____ PERSON REQUESTING THE CHECK: _____

DATE REQUESTED: _____ AMOUNT OF CHECK: _____

PURPOSE OF CHECK: _____ *(Attach original receipts to this form)*

CHARGE TO Account Numbers/Names: (Check one)

Worship	Nurture	Outreach	Trustees
<input type="checkbox"/> 4510-Traditional	<input type="checkbox"/> 5010-Education	<input type="checkbox"/> 5510-Missions	<input type="checkbox"/> 6510-Property Impr
<input type="checkbox"/> 4515-Contemporary	<input type="checkbox"/> 5015-Church School Liter	<input type="checkbox"/> 5515-Scholarships	<input type="checkbox"/> 6515-Bldg Maintenance
<input type="checkbox"/> 4520-Trad. Music Program	<input type="checkbox"/> 5020-Church School Supp		<input type="checkbox"/> 6520-Janitorial Supplies
<input type="checkbox"/> 4525-Trad. Music Cont. Ed.	<input type="checkbox"/> 5025-Bible Studies		<input type="checkbox"/> 6525-Bldg Equipment
<input type="checkbox"/> 4530-Sound Committee	<input type="checkbox"/> 5030-VBS	Witness	<input type="checkbox"/> 6530-Kitchen
	<input type="checkbox"/> 5035-Sr. Adult Ministries	<input type="checkbox"/> 6010-Evangelism	<input type="checkbox"/> 6535-Custodial Services
	<input type="checkbox"/> 5040-Children's Ministry	<input type="checkbox"/> 6015-Stewardship	<input type="checkbox"/> 6540-Ground Maintenance
	<input type="checkbox"/> 5045-Youth Ministry	<input type="checkbox"/> 6020-Advertising	<input type="checkbox"/> 6555-Lake Property Imp
	<input type="checkbox"/> 5050-Family Life Ministry	<input type="checkbox"/> 6025-Lay Spkr Devel	<input type="checkbox"/> 6580-Communication
	<input type="checkbox"/> 5055-Stephen Ministry	<input type="checkbox"/> 6030-Library Bks/Sply	<input type="checkbox"/> 6585-Mileage
	<input type="checkbox"/> 5060-Women's Ministry	<input type="checkbox"/> 6035-Hospitality	<input type="checkbox"/> 6590-Vehicle Mnt/Repairs
	<input type="checkbox"/> 5065-Family Night Sup	<input type="checkbox"/> 6040-Church Fellowship Sply	
	<input type="checkbox"/> 5070-Nursery Expenses	<input type="checkbox"/> 6045-Gvng Tree	Office
	<input type="checkbox"/> 5075-Confirmation	<input type="checkbox"/> 6050-Subscriptions	<input type="checkbox"/> 7510- Office Supplies
	<input type="checkbox"/> 5080-Recreation		<input type="checkbox"/> 7515-Postage
	<input type="checkbox"/> 5085-College/Career		<input type="checkbox"/> 7520-Office Equip/Rprs
	<input type="checkbox"/> 5090-Men's Ministry		<input type="checkbox"/> 7525-New Office Equip

I certify that the expenses claimed are allowable and contain no items of a personal nature.

- Send check by mail
- Return check to me

Signature _____
 Authorized by _____

