



## Check Request Form

### PAYEE INFORMATION

<b>Pay to:</b>		<b>Address/City/State:</b>				<b>Zip:</b>	
<b>Best #:</b>		<b>Check total:</b>		<b>Check No:</b>		<b>Budgeted:</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No	
<input type="checkbox"/> 6010 Children's Division	<input type="checkbox"/> 6011 Supplies & Snacks	<input type="checkbox"/> 6012 Equipment Rental	<input type="checkbox"/> 6013 Printing	<input type="checkbox"/> 6014 Music Purchases	<input type="checkbox"/> 6015 Special Events	<input type="checkbox"/> 6020 Youth Division	<input type="checkbox"/> 6021 Supplies and Snacks
<input type="checkbox"/> 6022 Equipment Rental	<input type="checkbox"/> 6023 Printing	<input type="checkbox"/> 6024 Music Purchases	<input type="checkbox"/> 6025 Special Events	<input type="checkbox"/> 6040 Discover Division	<input type="checkbox"/> 6041 Assimilation Team	<input type="checkbox"/> 6042 Creative Team	<input type="checkbox"/> 6043 Media Team
<input type="checkbox"/> 6044 Praise Team	<input type="checkbox"/> 6055 Disciple Division	<input type="checkbox"/> 6045 Couples	<input type="checkbox"/> 6056 Small Groups	<input type="checkbox"/> 6057 Men's Ministry	<input type="checkbox"/> 6058 Women's Ministry	<input type="checkbox"/> 6059 Singles	<input type="checkbox"/> 6060 Dispatch Division
<input type="checkbox"/> 6061 Medical Assistance	<input type="checkbox"/> 6062 Educational Partnership	<input type="checkbox"/> 6063 Local Missions	<input type="checkbox"/> 6064 National Missions	<input type="checkbox"/> 6065 Global Missions	<input type="checkbox"/> 6066 Economic Empowerment	<input type="checkbox"/> 6067 Dynamic Church Planning Int'l	<input type="checkbox"/> 6068 SBTC
<input type="checkbox"/> 6069 TUA	<input type="checkbox"/> 6070 FCC/St. Mark	<input type="checkbox"/> 6072 Deploy Division	<input type="checkbox"/> 6075 Develop Division	<input type="checkbox"/> 6076 Training Coordinators	<input type="checkbox"/> 6077 Training for Small Groups	<input type="checkbox"/> 6078 Training Deacons	<input type="checkbox"/> 6079 Training Elders
<input type="checkbox"/> 6080 Decide Division	<input type="checkbox"/> 6081 Curriculum	<input type="checkbox"/> 6082 Supplies	<input type="checkbox"/> 7500 Professional Fees	<input type="checkbox"/> 7520 Accounting fees	<input type="checkbox"/> 7552 Contract Childcare	<input type="checkbox"/> 7555 Contract Graphic Artists	<input type="checkbox"/> 7550 Contract Labor
<input type="checkbox"/> 7554 Contract Musicians	<input type="checkbox"/> 7510 Fundraising fees	<input type="checkbox"/> 7560 Honorariums	<input type="checkbox"/> 7530 Legal fees	<input type="checkbox"/> 7570 Professional fees - other	<input type="checkbox"/> 8100 Central Office Expenses	<input type="checkbox"/> 8176 Advertising expenses	<input type="checkbox"/> 8105 Bank Charges
<input type="checkbox"/> 8191 Benevolence	<input type="checkbox"/> 8172 Books, subscriptions, reference	<input type="checkbox"/> 8135 Cable Service	<input type="checkbox"/> 8130 Cell Phone Service	<input type="checkbox"/> 8124 Church Special Events	<input type="checkbox"/> 8178 Computer and Hardware	<input type="checkbox"/> 8122 Counseling Services	<input type="checkbox"/> 8160 Equip rental & maintenance
<input type="checkbox"/> 8123 Food Services	<input type="checkbox"/> 8173 In-house publications	<input type="checkbox"/> 8175 Insurance - Liability	<input type="checkbox"/> 8125 Marketing/Promotions	<input type="checkbox"/> 8115 Membership dues	<input type="checkbox"/> 8110 Office Supplies	<input type="checkbox"/> 8120 Parking Lot Team	<input type="checkbox"/> 8121 Pastoral Care
<input type="checkbox"/> 8140 Postage, shipping, delivery	<input type="checkbox"/> 8126 Prayer Ministry	<input type="checkbox"/> 8170 Printing & copying	<input type="checkbox"/> 8177 Software	<input type="checkbox"/> 8127 Volunteer Meals	<input type="checkbox"/> 8179 Web Based Services	<input type="checkbox"/> 8200 Occupancy expenses	<input type="checkbox"/> 8213 Alarm System
<input type="checkbox"/> 8220 Electricity	<input type="checkbox"/> 8211 Facilities Maintenance & Repair	<input type="checkbox"/> 8219 Janitorial Service	<input type="checkbox"/> 8218 Janitorial Supplies	<input type="checkbox"/> 8215 Lawn Service	<input type="checkbox"/> 8222 Office Telephone	<input type="checkbox"/> 8214 Pest Control	<input type="checkbox"/> 8210 Rent
<input type="checkbox"/> 8212 Trash Pick-Up	<input type="checkbox"/> 8221 Water	<input type="checkbox"/> 8300 Travel & meetings expenses	<input type="checkbox"/> 8302 Travel Meals	<input type="checkbox"/> 8303 Travel	<input type="checkbox"/> 8304 Conference, convention, meeting	<input type="checkbox"/> 8311 Special Guests	<input type="checkbox"/> 8312 Rental Car/Van
<input type="checkbox"/> 8313 Auto Rental Gas	<input type="checkbox"/> 8314 Special Guest Lodging	<input type="checkbox"/> 8315 Special Guest Travel	<input type="checkbox"/> 8317 Special Guest Meals	Comments: Purpose of Purchase or Request for Funds?			

<input type="checkbox"/>	<b>Advance Payment</b> Service and Receipt to Follow	<input type="checkbox"/>	<b>Payment for Services</b> Support Attached	<input type="checkbox"/>	<b>Gift for Services</b> Gift w/o Receipt/Invoice
Please do the following once printed: <input type="checkbox"/> Mail <input type="checkbox"/> Pickup					Date
Person Requesting:					
Division Coordinator:					
Business Director:					
Sr. Pastor:					