

**Check Request** Complete the form below with attached receipt. Have your staff liaison sign off, fill in account number, then place on Office Administrator's desk. (This can only be processed with all completed parts)

Date \_\_\_\_\_ Check Amount \_\_\_\_\_ Person Requesting Check \_\_\_\_\_

Church Account Name/Number \_\_\_\_\_

Check Payable To \_\_\_\_\_

Purpose of Expenditure \_\_\_\_\_

Circle One:    Hold at Church                      To Be Mailed                      Count This As A Donation

Name \_\_\_\_\_

Street \_\_\_\_\_

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

Authorization (Chair or Staff Liaison) \_\_\_\_\_

**Possible Account Numbers:**

- |  |                                 |   |
|--|---------------------------------|---|
| 412000— Projects/Fundraisers (Strawberry Festival) | 532000— Kitchen Supplies        | 891300— Worship   |
| 511000— Adult Ministry                             | 821000— Missions                | 841100— Pine Straw  |
| 512000— Children's Ministry                        | 821110— Family Promise          | 821600— Fairley Endowment   |
| 513000— Hospitality/Fellowship                     | 821300— Emergency Response      | 821700— Stern Endowment   |
| 513500— Congregational Care                        | 821400— NCCUMC Special Offering | 821800— Curry Endowment   |
| 515000— Youth Ministry                             | 517000— Music/Handbells         |   |
|  | 841000— Music Designated        | If you don't see your account # or have questions ask your staff liaison. |