

All Saints' Episcopal Church Check Request Form

Please **fill out** the form below, **circle** the appropriate expense **category** and **staple** relevant documentation to the **back** of this paper.

Check Amount: _____ Item Description/Purpose: _____

Make check payable to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Approved by: _____ Date: _____

Administrative Expense

Audit of Books
Meeting and Seminar Expense
Miscellaneous Office Expense
Office Equipment and Software
Postage
Printing and Stationary
Supplies

Worship Expense

Altar Supplies
Bulletins, Inserts
Flowers and Decorations
Misc Worship Expense
Taize Services
Vestment Cleaning

Buildings and Grounds

Landscaping
Miscellaneous Buildings and Grounds
Repairs-Rectory
Repairs - Church
Repairs - Parish Hall
Repairs - Church School

Clergy

Assoc. Rector- Business Expense
Rector 403B Contribution
Rector Business Expense
Rector Continuing Education
Seminarian
Supply Clergy

Education

Adult Education
Church Library
Church School Supplies
Miscellaneous Education
Nursery School
Parents' Program
Teacher Education
Youth Program

Music

Childrens Choir
Choir Expense
Continuing Education
Festival Musicians
Miscellaneous Music Expense
Music Library
Organ and Piano Maintenance
Supply Organists

Outreach

Curate Discretionary Fund
New Orleans Outreach - Katrina
Outreach - Other
Ravenswood Run-Sponsor Contribution
Ravenswood School
Rector's Discretionary Fund
Renk Sudan
Theological Education

Parish Development

Advertisement & Web Support
Miscellaneous Parish Development
Parish Receptions
Stewardship/Newcomer Development

Other (please specify)

Restricted Outreach Accounts

Africa Fund
Hurricane Relief Fund
Elizabeth Lueth Fund
Renk Media Team Trip
Mexico- Spanish Classes
Mexico- General
Mexico- Coffee Sales

_____ Other (please specify)