

1. Use the following list of approvers in order to complete the information on Page 2.
2. Submit the completed form to the church office.
3. Please staple receipts to the back of this form when submitted.
4. Checks should be processed and sent to payee within one week of submission of the request.

ALL FORMS MUST BE SIGNED BY  
APPROVER AS LISTED BELOW

**APPROVER**

Ann-Marie Frisk  
Ann-Marie Frisk  
Ann-Marie Frisk  
Ann-Marie Frisk  
Ann-Marie Frisk  
Ann-Marie Frisk  
Joline Paska  
Ann-Marie Frisk  
Joline Paska

**Church Office**

4210.01 - Postage  
4220.01 - Paper  
4225.01 - Printing  
4230.01 - Office Supplies  
4235.00 - Office Furniture/Improvements  
4245.01 - Office Equip Maint/Purchase  
4250.01 - Publicity  
4257.01 - Computer Support  
4260.01 - General Administration

**Church Property**

Christian Schuetz 4340.01 - Building Supplies  
Christian Schuetz 4344.01 - Building Repairs  
Christian Schuetz 4346.01 - Building Equip. Purchase/Repair  
Christian Schuetz 4350.01 - Grounds Maintenance  
Kim Schiller 4352.00 - Decorations  
Christian Schuetz 4354.01 - Carpet Cleaning  
Andy Johnson 4358.01 - Capital Improvements Expense  
Andy Johnson 4370.01 - Vehicle Expense  
Andy Johnson 5015.01 - 5234 Tax Maintenance

**Church Hospitality**

Joline Paska 4410.01 - Refreshments

**Mission Committee Ministry**

Joline Paska 4730.01 - Missions Expense  
Joline Paska 4740.01 - Short Term Missionary Funds

**Music Ministry**

Co-pastors 4510.01 - Chancel Choir Music  
Co-pastors 4511.01 - Bell Choir Music  
Co-pastors 4513.01 - Children's Choir Music  
Co-pastors 4514.01 - Bell Choir Expense  
Co-pastors 4530.01 - Vocal & Instrumental Soloists  
Co-pastors 4534.01 - Substitute Organists  
Co-pastors 4537.01 - Substitute Choir Director  
Co-pastors 4552.00 - Music Staff Prof Development  
Co-pastors 4575.00 - Music Hospitality

**Deacons Ministry**

Tim Johnson 5120.25 - Senior Citizens/Shut-Ins  
Tim Johnson 5125.25 - Funeral Expenses  
Tim Johnson 5130.25 - Communion/Worship Supplies  
Tim Johnson 5140.25 - Tape Service and Mailings  
Tim Johnson 5155.25 - Inquirer's/New Members  
Tim Johnson 5165.00 - Speaker Honorarium/Recognition  
Tim Johnson 5185.25 - Stephen Ministry (materials)

**Community Concern Ministry**

Co-pastors 5301.27 - Tutoring Program  
Co-pastors 5311.27 - Program Expenses  
Co-pastors 5330.00 - The Friendship Center  
Co-pastors 5315.27 - North River Commission  
Co-pastors 5318.27 - Albany Park Community Center  
Co-pastors 5335.00 - Hibbard School Support

**APPROVER**

Andy Johnson  
Andy Johnson  
Andy Johnson  
Joline Paska  
Joline Paska  
Joline Paska  
Joline Paska  
Joline Paska  
Joline Paska  
Joline Paska  
Joey Ekberg  
Andy Johnson  
Joey Ekberg  
Joey Ekberg  
Joey Ekberg  
Joline Paska  
Andy Johnson  
Joey Ekberg  
Co-pastors  
Co-pastors  
Joline Paska  
Joline Paska  
Andy Johnson  
Joline Paska  
Joline Paska  
Joline Paska  
Joline Paska  
Women's Ministry Chair  
Preschool Committee  
Andy Johnson

**Liability Line Items**

2201.00 - Mort fund/Cap camp/Fulfilling  
2203.00 - Cap Improvemnt/Masonry/Bldg Fund  
2204.00 - Columbarium Fund  
2205.00 - Gym Ministries Fund  
2218.00 - Endowment Fund  
2220.00 - Memorial Gifts Undesignated  
2221.00 - Memorials Designated  
2222.00 - Estate Bequests - Undesignated  
2225.00 - Benevolence Fund  
2229.00 - Flowers  
2230.00 - Weddings/Events  
2231.00 - Camping Fund  
2235.00 - 5234 Bldg Fund  
2240.00 - Youth Ministry Support  
2243.00 - CHIC  
2244.00 - Youth Benevolence/Scholarships  
2245.00 - Short Term Mission Funds  
2252.00 - 52 Days Reserves  
2268.00 - Retreat-All Church  
2271.00 - Chancel Choir Gift  
2272.00 - Music Events  
2275.00 - Katter Music Endowment  
2279.00 - Centering Prayer  
2287.00 - Evangelism/Outreach (Johnson Fund)  
2301.00 - World Mission Offering  
2410.00 - Ministry project-disaster relief  
2440.00 - Staff Gift  
2451.00 - Special Gifts  
2550.00 - Women Ministries  
2612.00 - Preschool Reserves  
2801.00 - Security Deposit Liab - Rental Prop

**Christian Formation Ministry**

Joey Ekberg 5205.00 - HarborPoint Ministries (Camping)  
Libby Piotrowski 5210.21 - Sunday School Curriculum  
Libby Piotrowski 5212.21 - Childcare Supplies  
Libby Piotrowski 5213.21 - SS Supplies  
Joey Ekberg 5214.21 - Teacher Recognition  
Libby Piotrowski 5216.21 - Children's Worship  
Joey Ekberg 5218.21 - Rally Sunday  
Libby Piotrowski 5220.21 - Vacation Bible School  
Joey Ekberg 5221.21 - Confirmation  
Libby Piotrowski 5222.21 - Cradle Roll  
Blake Thomas 5230.21 - Youth Ministries  
Joey Ekberg 5235.21 - Youth Transportation  
Blake Thomas 5240.21 - University Ministries  
Joey Ekberg 5241.21 - Young Adult Ministries  
Joey Ekberg 5245.21 - Block Party  
Joey Ekberg 5246.21 - Adult Education  
Libby Piotrowski 5247.21 - Gather  
Joey Ekberg 5250.21 - Counselor Camping Fees/Regis  
Joey Ekberg 5252.21 - Little Town of Bethlehem  
Libby Piotrowski 5253.21 - Hospitality Children's Ministry  
Libby Piotrowski 5255.21 - Bibles (K/3rd Grade)  
Joey Ekberg 5257.21 - North Side Covenant Youth Collision

**General Ministry**

Joline Paska 4160.00 - Visitation (Travel/Mileage)  
Joline Paska 4164.00 - Professional Development (Pastor)  
Joline Paska 4165.00 - Professional Development (Non-pastor)  
Joline Paska 4167.00 - Pastor's Hospitality  
Joline Paska 4720.01 - Memorials committee expense  
Joline Paska 4750.01 - Delegate Travel  
Joline Paska 4753.00 - Delegate Registration

To Be Filled Out by Person Requesting a Check (Please Staple Receipts to the Back of This Form)

Requested By : \_\_\_\_\_ Date : \_\_\_\_\_ Amount : \_\_\_\_\_

Requestor Phone : \_\_\_\_\_ Please use NPCC tax exempt form as often as is possible

Requestor Email : \_\_\_\_\_

Pick Up In Office \_\_\_\_\_

Church Mailbox \_\_\_\_\_

Mail \_\_\_\_\_

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

Phone : \_\_\_\_\_

Email : \_\_\_\_\_

Address : \_\_\_\_\_

(Payee name, phone, email, and address are REQUIRED)

Reason : \_\_\_\_\_

Person Authorizing Payment - ALL FORMS MUST BE SIGNED BY APPROVER FOR REQUEST TO BE PROCESSED!

Name : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Person Authorizing Payment Should Check or Circle the Associated Budget Line Item Below

**Church Office**

- 4210.01 - Postage
- 4220.01 - Paper
- 4225.01 - Printing
- 4230.01 - Office Supplies
- 4235.00 - Office Furniture/Improvements
- 4245.01 - Office Equipment Maint/Purchase
- 4250.01 - Publicity
- 4257.01 - Computer Support
- 4260.01 - General Administration

**Church Property**

- 4340.01 - Building Supplies
- 4344.01 - Building Repairs
- 4346.01 - Building Equip Purchase/Repair
- 5015.01 - 5234 Tax, Maintenance

**Preschool**

- 5404.29 - Preschool Substitute Teachers
- 5405.29 - Preschool Custodial Expense
- 5410.29 - Preschool Equipment
- 5412.29 - Preschool Supplies
- 5420.29 - Preschool Professional & Administrative
- 5424.29 - Preschool Advertising & Marketing
- 5440.29 - Preschool Hospitality
- 5455.29 - Preschool Events/Field Trip Expense
- 5465.29 - Enrichment
- 5470.29 - Preschool Snacks

**Music Ministry**

- 4510.01 - Chancel Choir Music
- 4511.01 - Bell Choir Music
- 4513.01 - Children's Choir Music
- 4514.01 - Bell Choir Expense
- 4530.01 - Vocal & Instrumental Soloists
- 4534.01 - Substitute Organists
- 4537.01 - Substitute Choir Director
- 4552.00 - Music Staff Professional Development
- 4575.00 - Music Hospitality

**General Ministry**

- 4160.00 - Visitation (Travel/Mileage)
- 4164.00 - Professional Development (Pastor)
- 4165.00 - Professional Development (Non-pastor)
- 4167.00 - Pastor's Hospitality
- 4720.01 - Memorials Committee Expense
- 4750.01 - Delegate Travel
- 4753.00 - Delegate Registration

**Community Concern Ministry**

- 5301.27 - Tutoring Program
- 5311.27 - Program Expenses
- 5330.00 - The Friendship Center
- 5315.27 - North River Commission
- 5318.27 - Albany Park Community Center
- 5335.00 - Hibbard School Support

**Christian Formation Ministry**

- 5205.00 - HarborPoint Ministries (Camping)
- 5210.21 - Sunday School Curriculum
- 5212.21 - Childcare Supplies
- 2240.00 - Youth Ministry Support
- 5214.21 - Teacher Recognition
- 5216.21 - Children's Worship
- 5218.21 - Rally Sunday
- 2275.00 - Katter Music Endowment
- 5221.21 - Confirmation Expense
- 5222.21 - Cradle Roll
- 5230.21 - Youth Ministries
- 5235.21 - Youth Transportation
- 5240.21 - University Ministries
- 5241.21 - Young Adult Ministries
- 5245.21 - Block Party
- 5246.21 - Adult Education expense
- 5247.21 - Gather
- 5252.21 - Little Town of Bethlehem - Expense
- 5253.21 - Hospitality Children's Ministry
- 5255.21 - Bibles (K/3rd Grade)
- 5257.21 - North Side Covenant Youth Collision

**Deacons Ministry**

- 5120.25 - Senior Citizens/Shut-Ins
- 5125.25 - Funeral Expenses
- 5130.25 - Communion/Worship Supplies
- 5140.25 - Tape Service and Mailings
- 5155.25 - Inquirer's/New Members
- 5165.00 - Speaker Honorarium
- 5185.25 - Stephen Ministry (materials)

Other ... (not listed above, see reverse side for list)

\_\_\_\_\_

To Be Filled Out by Treasurer or Designee

Check Number \_\_\_\_\_

Check Date \_\_\_\_\_

Signature \_\_\_\_\_