

# NORTH PARK COVENANT CHURCH CHECK REQUEST INSTRUCTIONS

TO BE FILLED OUT BY PERSON REQUESTING A CHECK **(PLEASE STAPLE RECEIPTS TO BACK OF FORM)**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Requestor Phone: \_\_\_\_\_  
 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 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 Equipment 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 - Preschool 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 Directors
- 4552.00 - Music Staff Professional Devel
- 4575.00 - Music Hospitality

**General Ministry**

- 4160.00 - Visitation (Travel/Mileage)
- 4164.00 - Professional Devel (Pastor)
- 4165.00 - Professional Devel (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
- 5230.21 - Youth Ministries
- 5235.21 - Youth Transportation
- 5240.21 - University Ministries
- 5241.21 - Young Adult Ministries
- 5245.21 - Block Party
- 5246.21 - Adult Formation 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 Cov 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 Class/New Members
- 5165.00 - Speaker Honorarium

**Other (not listed above, see reverse side for list)** \_\_\_\_\_

### To Be Filled Out By Treasurer or Designee

**Check Number** \_\_\_\_\_ **Check Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

# NORTH PARK COVENANT CHURCH CHECK REQUEST INSTRUCTIONS

1. Use the following list of approvers in order to complete the information on Page 1.
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.**

<b>APPROVER</b>	<b>Church Office</b>	<b>APPROVER</b>	<b>Liability Line Items</b>
Ann-Marie Frisk	4210.01 - Postage	Kevin Anderson/Dave Dawson	2201.00 - Mortgage Fund/Cap Camp/FOC
Ann-Marie Frisk	4220.01 - Paper	Kevin Anderson/Dave Dawson	2203.00 - Cap Improvements/Masonry/Bldg Fund
Ann-Marie Frisk	4225.01 - Printing	Kevin Anderson/Dave Dawson	2204.00 - Columbarium Fund
Ann-Marie Frisk	4230.01 - Office Supplies	Treasurer	2205.00 - Gym Ministries Fund
Ann-Marie Frisk	4235.00 - Office Furniture/Improvements	Treasurer	2218.00 - Endowment Fund
Ann-Marie Frisk	4245.01 - Office Equipment Maint/Purchase	Treasurer	2220.00 - Memorial Gifts Undesignated
Treasurer	4250.01 - Publicity	Treasurer	2221.00 - Memorial Gifts Designated
Ann-Marie Frisk	4257.01 - Computer Support	Treasurer	2222.00 - Estate Bequests Undesignated
Treasurer	4260.01 - General Administration	Treasurer	2225.00 - Benevolence Fund
		Treasurer	2229.00 - Flowers
		Treasurer	2230.00 - Weddings/Events
		Barbara Hunt/Maria Ward	2231.00 - Camping Fund
		Kevin Anderson/Dave Dawson	2235.00 - 5234 Building Fund
		Barbara Hunt/Maria Ward	2240.00 - Youth Ministry Support
		Barbara Hunt/Maria Ward	2243.00 - CHIC
		Barbara Hunt/Maria Ward	2244.00 - Youth Benevolence/Scholarships
		Treasurer	2245.00 - Short-term Mission Funds
		Kevin Anderson/Dave Dawson	2252.00 - 52 Days Reserves
		Barbara Hunt/Maria Ward	2268.00 - Retreat (All-church)
		Co-pastors	2271.00 - Chancel Choir Gift
		Co-pastors	2272.00 - Music Events
		Treasurer	2275.00 - Katter Music Endowment
		Treasurer	2279.00 - Centering Prayer
		Kevin Anderson/Dave Dawson	2287.00 - Evangelism/Outreach (Johnson Fund)
		Treasurer	2301.00 - World Mission Offering
		Treasurer	2410.00 - Ministry Project Disaster Relief
		Treasurer	2440.00 - Staff Gift
		Treasurer	2451.00 - Special Gifts
		Treasurer	2550.00 - Women Ministries
		Preschool Committee	2612.00 - Preschool Reserves
		Kevin Anderson/Dave Dawson	2801.00 - Security Deposit Liab - Rental Property
		Barbara Hunt/Maria Ward	<b>Christian Formation Ministry</b>
		Libby Piotrowski	5205.00 - HarborPoint Ministries (Camping)
		Libby Piotrowski	5210.21 - Sunday School Curriculum
		Libby Piotrowski	5212.21 - Childcare Supplies
		Libby Piotrowski	5213.21 - Sunday School Supplies
		Barbara Hunt/Maria Ward	5214.21 - Teacher Recognition
		Libby Piotrowski	5216.21 - Children's Worship
		Barbara Hunt/Maria Ward	5218.21 - Rally Sunday
		Libby Piotrowski	5220.21 - Vacation Bible School
		Barbara Hunt/Maria Ward	5221.21 - Confirmation
		Jeanette Mottl/Amanda Stenstrom	5230.21 - Youth Ministries
		Barbara Hunt/Maria Ward	5235.21 - Youth Transportation
		Jeanette Mottl/Amanda Stenstrom	5240.21 - University Ministries
		Barbara Hunt/Maria Ward	5241.21 - Young Adult Ministries
		Barbara Hunt/Maria Ward	5245.21 - Block Party
		Barbara Hunt/Maria Ward	5246.21 - Adult Formation
		Libby Piotrowski	5247.21 - Gather
		Barbara Hunt/Maria Ward	5250.21 - Counselor Camping Fees/Registration
		Barbara Hunt/Maria Ward	5252.21 - Little Town of Bethlehem Expense
		Libby Piotrowski	5253.21 - Hospitality Children's Ministry
		Libby Piotrowski	5255.21 - Bibles (K/3rd Grade)
		Barbara Hunt/Maria Ward	5257.21 - North Side Covenant Youth Collision
		Treasurer	<b>General Ministry</b>
		Treasurer	4160.00 - Visitation (Travel/Mileage)
		Treasurer	4164.00 - Professional Development (Pastor)
		Treasurer	4165.00 - Professional Development (Non-pastor)
		Treasurer	4167.00 - Pastor's Hospitality
		Treasurer	4720.01 - Memorials Committe Expense
		Treasurer	4750.01 - Delegate Travel
		Treasurer	4753.00 - Delegate Registration

**Church Property**

Christian Schuetz	4340.01 - Building Supplies
Christian Schuetz	4344.01 - Building Repairs
Christian Schuetz	4346.01 - Building Equipment Purchase/Repair
Christian Schuetz	4350.01 - Grounds Maintenance
Libby Piotrowski	4352.00 - Decorations
Christian Schuetz	4354.01 - Carpet Cleaning
Kevin Anderson/Dave Dawson	4358.01 - Capital Improvements Expense
Kevin Anderson/Dave Dawson	4370.01 - Vehicle Expense
Kevin Anderson/Dave Dawson	5015.01 - 5234 Tax, Maintenance

**Church Hospitality**

Treasurer	4410.01 - Refreshments
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**Mission Committee Ministry**

Treasurer	4730.01 - Mission Expense
Treasurer	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 and Instrumental Soloists
Co-pastors	4534.01 - Substitute Organists
Co-pastors	4537.01 - Substitute Choir Directors
Co-pastors	4552.00 - Music Staff Professional Devel
Co-pastors	4575.00 - Music Hospitality

**Deacons Ministry**

Joanna Sjoblom/Brad Thompson	5120.25 - Senior Citizens/Shut-ins
Joanna Sjoblom/Brad Thompson	5125.25 - Funeral Expenses
Joanna Sjoblom/Brad Thompson	5130.25 - Communion/Worship Supplies
Joanna Sjoblom/Brad Thompson	5140.25 - Tape Service and Mailings
Joanna Sjoblom/Brad Thompson	5155.25 - Inquirer's Class/New Members
Joanna Sjoblom/Brad Thompson	5165.00 - Speaker Honorarium/Recognition

**Community Concern Ministry**

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