



Financial Request Form

Please complete the form below, check the appropriate expense ministry, attach supporting documentation, i.e., packing slips, invoice, receipts, contract, etc. and obtain an authorization signature. **All requests must be in the FINANCE ROOM by 8:00AM WEDNESDAY MORNING to have a signed check for the WEEK.**

- Emergency Expense Reimbursement** *all supporting documentation is submitted with the request.*
*(An **emergency** request for a purchase or service that was paid prior to approval of the service or purchase.)*
- Advance for Purchases** *all supporting documentation is submitted **after** the purchase is complete.*
(Requesting money in advance prior to the purchase or service being received. Receipts are submitted after the purchase)
- Purchase Order** *Request for **services to be performed & vendor will directly bill accounting via an invoice.***

Has the Pastor been notified of this Request? YES NO

Date of Request: _____ Date Check Needed By: _____

Request Submitted By: _____ Telephone #: _____

Check Amount: \$

Make Check Payable to: _____

Address: _____

City: _____ State: _____ Zip: _____

ALL CHECKS ARE SIGNED ON WEDNESDAY! Please provide address above.

Mail Check *Hold Check:* Give to Business Office Other _____

Please provide date, purpose, the ministry/vendor and/or activity:

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| <p>Administration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communion Supplies <input type="checkbox"/> Finance/Trustee <input type="checkbox"/> Marketing <input type="checkbox"/> Office Supplies <input type="checkbox"/> Petty Cash <input type="checkbox"/> Postage <input type="checkbox"/> Printing Expense <input type="checkbox"/> Salaries-Staff <input type="checkbox"/> Seminar/Conference | <p>Discipleship Ch ED</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bible Study <input type="checkbox"/> Children's Church <input type="checkbox"/> Christian Ed <input type="checkbox"/> New Members <input type="checkbox"/> Nursery <input type="checkbox"/> Pastor Resources <input type="checkbox"/> Sunday School <input type="checkbox"/> VBS <input type="checkbox"/> Worship Service <input type="checkbox"/> Youth Ministry | <p>Media/Video</p> <ul style="list-style-type: none"> <input type="checkbox"/> Media Equipment <input type="checkbox"/> Media Repairs <input type="checkbox"/> Media Supplies <input type="checkbox"/> Social Media <input type="checkbox"/> Website/Internet | <p>Music Ministry</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Choir <input type="checkbox"/> Audio Supplies <input type="checkbox"/> Audio Eqpt & Repair <input type="checkbox"/> Dance Ministry <input type="checkbox"/> Lambs of Zion Choir <input type="checkbox"/> Male Chorus <input type="checkbox"/> Music Supplies <input type="checkbox"/> Music Eqpt & Repair | <p>Zion Hope Events</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual Bazaar <input type="checkbox"/> Baby Dedication <input type="checkbox"/> Church Anniversary <input type="checkbox"/> Church Outings <input type="checkbox"/> Church Picnic <input type="checkbox"/> New Year's Eve Service <input type="checkbox"/> Ordinations <input type="checkbox"/> Pastoral Anniversary <input type="checkbox"/> Truth n Treat <input type="checkbox"/> Servant Ldrs/Vol Dinner |
| <p>Buildings & Grounds</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bldg/Grounds Maintenance <input type="checkbox"/> Contract Services <input type="checkbox"/> Custodial Supplies <input type="checkbox"/> Equipment Maintenance | <p>Evangelism Ministry</p> <ul style="list-style-type: none"> <input type="checkbox"/> College Stipends <input type="checkbox"/> Emergency Assistance <input type="checkbox"/> Food Pantry <input type="checkbox"/> Missionary <input type="checkbox"/> Outreach Projects <input type="checkbox"/> Speaker (Honorarium) | <p>Ministries</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bread of Life <input type="checkbox"/> Fine Arts <input type="checkbox"/> Men of Valor <input type="checkbox"/> Shepherds Care <input type="checkbox"/> Stitches of Praise <input type="checkbox"/> Usher Ministry <input type="checkbox"/> Youth Usher Ministry <input type="checkbox"/> Women of Virtue <input type="checkbox"/> Young Adults Ministry | <p>Other</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bereavement/Funeral <input type="checkbox"/> Church Council (COE) <input type="checkbox"/> Deacons/Deaconates <input type="checkbox"/> Donations <input type="checkbox"/> Elders <input type="checkbox"/> Ministers | |

The signature below indicates authorization for the above Check Request.

Approver's Signature (Operations)	Date	Approver's Signature (Finance)	Date
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