

# 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)