

Check Request Form

Immanuel Alliance Church
Be sure to include all invoices and receipts

PAYABLE TO					
ADDRESS 1					
ADDRESS 2					
CITY		STATE		ZIP	

For an **updated** listing of expense classifications and line items, refer to back of requisition

Expense	Line Item	Description of Purchase	Amt
		TOTAL	

Requested by		Date	
Committee Chairman		Date	
Treasurer		Date	

Purchases of item (s) totaling over \$50.00 must be approved by the Committee Chairman before a check will be written. If the chairman has not approved the request it will be returned to the person/group making the request.

EXPENSE LINE ITEM

Updated 2/9/2007

Administration	Ads Banquets Church Ministry Computer Conferences Fair Share FF Fund Flowers Honoraria Hospitality ISP Leadership Training Library Membership Fees Missions Committee Mortgage Music Committee Office Supply Out Source Payroll Postage Safe Place Study Material Staff Travel Expense Worship Supply	Supplies
	EXPENSE	LINE ITEM
Ministry Adult	3 R's Alliance Women Athletics Community Outreach Discipleship Lesson Material Adult Men of Integrity Small Groups Sportsman Banquet	Ministry Youth College and Single Leadership Training Lesson Material Youth Retreats Worship Youth Ministry Youth Outreach Youth Ministry Investment Youth Room Youth Small Groups
Ministry Child	Awana Five Day Club/VBS Junior Church Kids to Camp Lesson Material Sunday School Nursery	Property Audio Bus Chr Maint Chr Water/Sewer Electric Church Electric Parsonages Equipment Lease Equipment Purchase Grounds Insurance Kitchen Lawn Care Maint Supplies Oil Parsonages Parsonages Maint Parsonages Water/Sewer Phone Real Estate Taxes Snow Removal Trash Removal