

CHECK REQUEST

St. John the Evangelist Episcopal Church

Revised February 2020

This form is for expense reimbursements and honorariums only.

To pay for other services, provided by non-employees, please submit an Independent Contractor invoice.

Date Submitted: _____ *Checks will be mailed unless requested otherwise in the "Notes" section below.*

Pay to (Name and Address): _____

Notes: _____

Total amount requested: \$ _____

Receipts/invoices must be attached.

Please indicate the amount and expense account this request is charged to:

Faith in Action

_____ Kayoro Clinic
_____ Hearts to Homes
_____ Farmers Market (F2Fs)
_____ Hunger Relief
_____ Advocacy & Social Justice
_____ Supplies for FIA

Faith Formation

_____ Staff Development
_____ Adult Education
_____ Spiritual Life
_____ Family Programming
_____ Youth Programming
_____ Children's Programming

Clergy, Pastoral Care & Liturgy

_____ Clergy Ed., Conf. & Conv.
_____ Clergy Expenses
_____ Pastoral Care
_____ Liturgy

Music

_____ Instrumentalists/Soloists
_____ Substitute Organist
_____ Staff Development
_____ Instrument Maintenance
_____ Music Supplies
_____ Camp Scholarships

Invite, Welcome & Connect

_____ IWC Ministry Supplies

Ministry Support

_____ Fellowship
_____ Communications
_____ Stewardship
_____ Safe Church
_____ Travel & Expenses

Administration

_____ Office Supplies
_____ Equipment & MIS

Building & Grounds

_____ Building Maintenance
_____ Building Supplies
_____ Grounds Maintenance
_____ Contingency

To be expensed from designated or restricted funds. Request can't exceed amount that's in the fund.

_____ Capital Improvement
_____ Compline Fund (J. Graham)
_____ Evensong Fund (W Bean)
_____ Hearts to Homes Fund
_____ Kayoro Clinic Fund
_____ Memorial Fund (Flowers)
_____ Rector's Discretionary
_____ Recycling Grant
_____ Restricted Outreach Fund
_____ Social Justice Fund
_____ Website/Member Engage.
_____ Youth Mission Trip

Requested by: _____

Signature

Print name

Phone number

Approved by: _____

Signature

Print name

Phone number

All requests must be approved by an authorized signer – see reverse for list of authorized signers.

Expense Account:	Authorized Signer:
<i>Faith in Action</i>	
Kayoro Clinic	Margaret Thor; Shirley Sailors
Hearts to Homes	Margaret Thor; Diane Wallace-Reid
Farmers Market/Fields to Families	Margaret Thor; Eric Odney
Hunger Relief	Margaret Thor; Colleen Swope
Advocacy/Social Justice	Margaret Thor; Jered Weber-Johnson
Supplies for Faith in Action Ministry	Margaret Thor; Sarah Dull
<i>Faith Formation</i>	
Staff Development	Jered Weber-Johnson; Craig Lemming
Adult Education	Craig Lemming; Karen Chatt
Spiritual Life	Craig Lemming; Jered Weber-Johnson
Family Programming	Katie Madsen; Jenny Koops
Youth Programming	Katie Madsen; Jenny Koops
Children's Programming	Katie Madsen; Jenny Koops
<i>Clergy, Pastoral Care & Liturgy</i>	
Clergy Education, Conference & Convention	Jered Weber-Johnson; Craig Lemming
Clergy Expenses	Jered Weber-Johnson; Craig Lemming
Pastoral Care	Jered Weber-Johnson; Craig Lemming
Liturgy	Craig Lemming; Bob Linehan; Diane Power
<i>Music</i>	
Instrumentalists/Soloists	Richard Gray; Fred Berndt
Substitute Organist	Richard Gray; Fred Berndt
Staff Development	Richard Gray; Fred Berndt
Maintenance of Instruments	Richard Gray; Fred Berndt
Music Supplies	Richard Gray; Fred Berndt
Music Camp Scholarships	Richard Gray; Fred Berndt
<i>Invite, Welcome, Connect</i>	
IWC Ministry Supplies	Jered Weber-Johnson; Bette Ashcroft
<i>Ministry Support</i>	
Fellowship	Jered Weber-Johnson; Bob Baumann
Communications	Jacki Cook; Sarah Dull
Stewardship	Sarah Dull; Jered Weber-Johnson
Safe Church	Hanna Stenerson; Sarah Dull
Travel & Expenses	Sarah Dull; Hanna Stenerson
<i>Administration</i>	
Office Supplies	Hanna Stenerson; Sarah Dull
Equipment & MIS	Hanna Stenerson; Sarah Dull
<i>Building & Grounds</i>	
Building Maintenance	Scott Jungbauer; John Mulloy
Building Supplies	Scott Jungbauer; John Mulloy; George Power
Grounds Maintenance	Scott Jungbauer; John Mulloy
Contingency	Jered Weber-Johnson; Rick Rinkoff
<i>Designated/Restricted Funds</i>	
Capital Improvement	Jered Weber-Johnson; Rick Rinkoff
John Graham Compline Fund	Richard Gray; Fred Berndt
Winifred Bean Evensong Fund	Richard Gray; Fred Berndt
Hearts to Homes Fund	Margaret Thor; Diane Wallace-Reid
Kayoro Clinic Fund	Margaret Thor; Shirley Sailors
Memorial Fund (Flowers)	Sarah Dull; Jered Weber-Johnson
Rector's Discretionary Fund	Jered Weber-Johnson; Craig Lemming
Recycling Grant	Jered Weber-Johnson; Margaret Thor
Restricted Outreach	Margaret Thor; Jered Weber-Johnson
Social Justice Fund	Jered Weber-Johnson; Margaret Thor
Website/Member Engagement	Jered Weber-Johnson; Sarah Dull
Youth Mission Trip	Katie Madsen; Jered Weber-Johnson