

CHECK REQUEST

St. John the Evangelist Episcopal Church

Revised February 2021

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
_____ Hunger Relief
_____ 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
_____ Sub/Guest Musicians
_____ 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)
_____ Farmer's Market
_____ Hearts to Homes Fund
_____ Kayoro Clinic Fund
_____ Member Engagement
_____ Memorial Fund (Flowers)
_____ Mustard Seed
_____ Project Home
_____ Rector's Discretionary
_____ Recycling Grant
_____ Social Justice Fund
_____ 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/Fund:	Authorized Signer:
<i>Faith in Action</i>	
Kayoro Clinic	Colleen Swope; Sue MacIntosh
Hearts to Homes	Colleen Swope; Jill Thompson
Farmers Market	Colleen Swope; Eric Odney
Hunger Relief	Colleen Swope; Sue Cadwell
Supplies for Faith in Action Ministry	Colleen Swope; Jamie Bents
Mustard Seed Fund	Colleen Swope; Sarah Dull
Project Home Fund	Colleen Swope; Don Weinkauff
Recycling Grant	Colleen Swope; Johanna Frisby
Social Justice Fund	Colleen Swope; Jamie Bents
<i>Faith Formation</i>	
Staff Development	Jered Weber-Johnson; Craig Lemming
Adult Education	Craig Lemming; Mark McInroy
Spiritual Life	Craig Lemming; Dave Embree
Family Programming	Craig Lemming; Jenny Koops
Youth Programming	Craig Lemming; Jenny Koops
Children's Programming	Craig Lemming; Jenny Koops
Youth Mission Trip	Craig Lemming; 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	Craig Lemming; Mary Johnson
Liturgy	Craig Lemming; Bob Linehan; Diane Power
Rector's Discretionary Fund	Jered Weber-Johnson; Craig Lemming
<i>Music</i>	
Instrumentalists/Soloists	Richard Gray; Ed Stieve
Sub/Guest Musicians	Richard Gray; Ed Stieve
Staff Development	Richard Gray; Ed Stieve
Maintenance of Instruments	Richard Gray; Ed Stieve
Music Supplies	Richard Gray; Ed Stieve
Music Camp Scholarships	Richard Gray; Ed Stieve
Compline Fund	Richard Gray; Ed Stieve
Evensong Fund	Richard Gray; Ed Stieve
<i>Invite, Welcome, Connect</i>	
IWC Ministry Supplies	Jered Weber-Johnson; Elaine Eyre
Member Engagement Fund	Jered Weber-Johnson; Elaine Eyre
<i>Ministry Support</i>	
Fellowship	Jered Weber-Johnson; Bob Baumann
Communications	Ellie Watkins; 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
Capital Improvement Fund	Jered Weber-Johnson; Rick Rinkoff
Memorial Fund	Sarah Dull; Libby Snelson