

# CHECK REQUEST

## St. John the Evangelist Episcopal Church

Revised July 2022

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:**

### Clergy, Pastoral Care & Liturgy

\_\_\_\_\_ Clergy Ed., Conf. & Conv.  
\_\_\_\_\_ Clergy Expenses  
\_\_\_\_\_ Pastoral Care  
\_\_\_\_\_ Liturgy

### Faith Formation

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

### Music

\_\_\_\_\_ Instrumentalists/Soloists  
\_\_\_\_\_ Sub/Guest Musicians  
\_\_\_\_\_ Staff Development  
\_\_\_\_\_ Instrument Maintenance  
\_\_\_\_\_ Supplies/Children/Hand  
\_\_\_\_\_ Camp Scholarships

### Invite, Welcome & Connect

\_\_\_\_\_ IWC Ministry Supplies

### Ministry Support

\_\_\_\_\_ Fellowship  
\_\_\_\_\_ Communications  
\_\_\_\_\_ Stewardship  
\_\_\_\_\_ Safe Church  
\_\_\_\_\_ Equipment & MIS  
\_\_\_\_\_ Travel & Expenses

### Administration

\_\_\_\_\_ Office Supplies

### Building & Grounds

\_\_\_\_\_ Building Maintenance  
\_\_\_\_\_ Building Supplies  
\_\_\_\_\_ Grounds Maintenance  
\_\_\_\_\_ Contingency

### Faith in Action

\_\_\_\_\_ Kayoro Clinic  
\_\_\_\_\_ Farmers Market  
\_\_\_\_\_ Hunger Relief  
\_\_\_\_\_ Advocacy/Social Justice  
\_\_\_\_\_ Supplies for FIA

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

\_\_\_\_\_ Compline (J. Graham)  
\_\_\_\_\_ Evensong (W. Bean)  
\_\_\_\_\_ Farmer's Market  
\_\_\_\_\_ Funded Depreciation  
\_\_\_\_\_ Hearts to Homes  
\_\_\_\_\_ Kayoro Clinic  
\_\_\_\_\_ Member Engagement  
\_\_\_\_\_ Memorial Fund  
\_\_\_\_\_ Mustard Seed  
\_\_\_\_\_ Project Home  
\_\_\_\_\_ Rector's Discretionary  
\_\_\_\_\_ Recycling Grant  
\_\_\_\_\_ 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.**

<b>Expense Account/Fund:</b>	<b>Authorized Signer:</b>
<i>Faith in Action</i>	
Kayoro Clinic	Colleen Swope; Sue MacIntosh
Hearts to Homes	Colleen Swope; Jill Thompson
Farmers Market	Colleen Swope; Sue Cadwell
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; Johannah Frisby
Advocacy/Social Justice	Colleen Swope; Jamie Bents
<i>Faith Formation</i>	
Staff Development	Jered Weber-Johnson; Craig Lemming
Adult Education	Craig Lemming; Mark McInroy
Spiritual Life	Jered Weber-Johnson; Lea Anne Schmidt
Family Programming	Katie Madsen; Rianna Matter
Youth Programming	Katie Madsen; Rianna Matter
Children's Programming	Katie Madsen; Rianna Matter
Youth Mission Trip	Katie Madsen; Rianna Matter
<i>Clergy, Pastoral Care &amp; 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; John Docherty; 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	Cameron Williams; Barb Tani
Member Engagement Fund	Cameron Williams; Barb Tani
<i>Ministry Support</i>	
Fellowship	Jered Weber-Johnson; Paige Hagstrom
Communications	Ellie Watkins; Sarah Dull
Stewardship	Alice Johnson; Sarah Dull
Safe Church	Hanna Stenerson; Sarah Dull
Equipment & MIS	Kat Lewis; Sarah Dull
Travel & Expenses	Sarah Dull; Hanna Stenerson
<i>Administration</i>	
Office Supplies	Hanna Stenerson; Sarah Dull
<i>Building &amp; Grounds</i>	
Building Maintenance	Chris Tegeler; Brad Smith
Building Supplies	Chris Tegeler; Brad Smith; George Power
Grounds Maintenance	Chris Tegeler; Brad Smith
Contingency	Jered Weber-Johnson; Rick Rinkoff
Funded Depreciation	Jered Weber-Johnson; Rick Rinkoff
Memorial Fund	Sarah Dull; Jered Weber-Johnson