

*This form is to be used for all check requests including all requests for reimbursement of expenses incurred.*

Date of Request: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_

**Required for all check requests over \$100:**

\_\_\_\_\_  
Ministry Leader signature

\_\_\_\_\_  
Date signed

*(NOTE: Approval must be obtained from Ministry Leader **prior** to any expenditure over \$100)*

**Instructions:**

1. Enter the **MINISTRY CODE** **AND** the **EXPENSE CATEGORY CODE** (see back of form for codes).  
*NOTE: A check cannot be issued unless both Ministry Code AND Expense Category Code are entered below.*
2. Enter the name of the event and/or a description of the event.
3. Enter the amount(s) for each line item.
4. Attach original receipts to the **BACK** of this form.
5. Place completed form with attached receipts in **BURT ODOM'S MAILBOX** in the church office.

Ministry + Expense Category	Event Name/Description	Amount
<i>Example:</i> <b>5 6 0 2 1 5</b>	<i>Children's Ministry curriculum for Sunday school</i>	<i>\$95.00</i>
<b>TOTAL CHECK AMOUNT:</b>		<b>\$</b>

**OFFICE USE ONLY**

Please select the Ministry Code AND the Expense Category Code associated with your check request and enter the combined 6 digit number on the front of this form.

### CBF Ministry Code

5601	Worship Ministry
5602	Children's Ministry
5603	AWANA
5604	VBS
5609	Crown Financial Bible Study
5607	Women's Ministry
5608	Men's Ministry
5611	Amazon Outreach
5605	Youth Ministry
5606	MOPS Ministry
5623	Fellowship Picnic
5616	CD/Tape Ministry
5617	Welcome Bag Ministry
5618	Benevolence Ministry
5627	Church Office Operating
5625	New Members Class
5626	Life Groups (Leadership)
5613	Community & Adult Ministries
5628	College / Career Ministry
5629	Financial Peace University

### Expense Category Code

11	Advertising
15	Books & Resources
20	Childcare
21	Furnishings & Equipment
22	Meals
25	Staff/Volunteer Development
30	Entertainment & Gifts
35	Supplies
40	Printing
45	Retreats
50	Scholarships
55	Honorariums
60	Special Events
65	Travel - Mileage

### Administration

590050	Background Checks
590900	Directories
591050	Kitchen/Bathroom Supplies
591222	Meetings
591300	Office Supplies (Church Office)
591500	Postage
550700	Childcare Coordinator

### Mission Trips

800250	Summer 2009 Amazon
800300	Summer 2009 Russia