Coppell Bible FELLOWSHIP

PAYMENT REQUEST FOR CHILDCARE

* CBF requires that ***all*** childcare workers, 18 years of age and older, complete a Ministry Application and submit to a security background check prior to rendering childcare services. Contact Margie Donohue at 972-393-4575 for more information.
* ***All*** childcare workers, regardless of age, must provide CBF with their Social Security #.
* Please inform all childcare workers that payment will not be available the day services are rendered. Checks are cut on the 1st and 15th of each month.

YOUR NAME: _____

DATE: _____

Thank you for serving *the CBF church family with your time and resources! To help us process childcare payments quickly and to account for all expenses accurately, please remember the following:*

1. Complete a Payment Request for Childcare Form:
- Forms are available in the church office.
- Please take extra forms with you if you regularly need them.

2. Check ☑ Account(s) to be charged in the box at the right and fill in amount(s).
- Please note: Payments cannot be issued unless an account is checked.
- Fill in an amount for each line item checked.

3. Provide an itemized list of all childcare payments to be made (see below).

4. Turn in Payment Request for Childcare Form.
- Place completed form in Burt Odom's mailbox located in church office.

	AMOUNT
☐ 562920 Fin Peace Univ	_____
☐ 560120 Worship Ministry	_____
☐ 560220 Children's Ministry	_____
☐ 560320 AWANA	_____
☐ 560420 VBS	_____
☐ 560520 Youth Ministry	_____
☐ 560620 MOPS	_____
☐ 560720 Women's Ministry	_____
☐ 560820 Men's Ministry	_____
☐ 560920 Crown Financial	_____
☐ 561120 Amazon Outreach	_____
☐ 562520 New Members Class	_____
☐ 562620 Life Groups Leadership	_____
☐ 561320 Community & AdultMinistries	_____

Date Worked	Name	Social Security #	Address	City	Zip Code	Time Worked From:	Time Worked To:	Total Hours Worked	$/Hour	Total Payment
									TOTAL	

Office Use Only

5-17-2009