

BETHEL HILL UMC
Request for Check (2023)

Instructions: Complete front of form. On reverse side, check appropriate Expenditure Category to be charged. Attach receipt(s) and/or backup documentation, if available. Put completed form and attachments (if applicable) in Treasurer's mailbox. If you have any questions regarding this form or which expenditure category to charge, please contact Jim Haynie.

Date Requested: _____

Date Required: _____

Payee: _____

Address: **(Required if check to be mailed)**

Description: _____

Amount: _____

*All expenditures require approval of Committee Chair
Receipts required for amounts over \$25*

**TO ENSURE PROMPT PAYMENT, PLEASE CHECK OFF EXPENDITURE CATEGORY TO BE CHARGED
ON REVERSE SIDE OF THIS FORM.**

Requestor's Signature

Print Name of Requestor

Committee Chair Signature
(REQUIRED)

Print Name of Committee Chair

Delivery Instructions: _____ Mail (payee address must be provided)

(For Accounting Use Only)

Check # _____ Date Paid _____

EXPENDITURE CATEGORIES

Administrative Operating Expenses

- ☐ Finance Supplies
- ☐ Office Maintenance
- ☐ Office Supplies
- ☐ Postage (Office)

Church Ministry Expenses

- ☐ Altar Guild
- ☐ Christian Education
- ☐ Christian Education: Christian Kids Club
- ☐ Christian Education: Confirmation
- ☐ Christian Education: Nursery
- ☐ Christian Education: Summer Sunday School
- ☐ Christian Education: Vacation Bible School
- ☐ Evangelism
- ☐ Family Camp
- ☐ Hospitality and kitchen supplies

- ☐ Library
- ☐ Membership Care & Nurture: Picnic, PingPong, Softball, etc
- ☐ Missions (Church) - From Budget
Description: _____
- ☐ Music: From Jensen Fund
- ☐ Music: Other
- ☐ New Ministries: Fellowship
- ☐ Spiritual Development

- ☐ Stewardship
- ☐ Worship
- ☐ Youth Ministries - from budget

Capital Improvements

- ☐ Church
- ☐ 2012 Property

Cox Property

- ☐ Description: _____

Other Liabilities

- ☐ Annual Conference Attendance (Lay Leader)
- ☐ Guest Minister
- ☐ Guest Organist

Property Maintenance

- ☐ Cleaning Service
- ☐ Lawn Care
- ☐ Property Maintenance (Trustees):
Church/Parsonage/Cemetery
- ☐ Property Maintenance (Trustees): Cox Property
- ☐ Supplies (Custodial)

Ways & Means

Unbudgeted Expenses

- ☐ Building Hall Rental Sexton Fee
- ☐ Food Service Fee
- ☐ Funeral Luncheon
- ☐ Name: _____
- ☐ Hospitality
- ☐ Event: _____
- ☐ Love Fund
- ☐ Memorials
- ☐ Name: _____
- ☐ _____

Fundraisers: MISSIONS

- ☐ Alternative Gift
- ☐ Brunch
- ☐ Cash for Causes
- ☐ Mission
- ☐ Scholarship

- ☐ Mission on Wheels
- ☐ Norristown Soup Kitchen

- ☐ Souper Bowl
- ☐ Spiritual
- ☐ United Neighborhood Services
- ☐ Other _____

Fundraisers: YOUTH GROUP

- ☐ Camp Scholarships
- ☐ Family Camp
- ☐ SAW
- ☐ Summer Camp
- ☐ Youth Creation
- ☐ Youth Group
- ☐ Other _____

Other (please provide description)
