



WORD For Life Church Ministries

2024 Voucher - Check Request Form
Check No. _____

PLEASE SEE INSTRUCTIONS ON BACK OF FORM

Checks will not be processed unless this form is completed fully and signed by the Authorized Requester and Approved.

If you have questions, please contact your Ministry Leader or the Chair of Trustee Ministry

Date of this request: _____

Amount Requested: _____

Due Date: _____

Make Check Payable to: _____

(Please check one):

☐ **Mail check to payee at (address):** _____

☐ _____ **will pick up the check at Sunday Service**
PRINT NAME AND PHONE NUMBER OF PERSON (See instructions for pickup on back of form.)

Charge check to the following Accounts(s):

\$ _____ **to Account: (number)** _____ **(name)** _____
(see back of form for list of accounts and more information)

\$ _____ **to Account: (number)** _____ **(name)** _____
(see back of form for list of accounts and more information)

Purpose for which funds have been/will be used: _____

1. Request Submitted By Ministry Leader: _____ / _____
SIGNATURE Date

2. Ministry Director: [] Approval [] Disapproval _____ / _____
SIGNATURE Date

3. Church Treasurer's Review: [] Funds Available [] Funds Not Available _____ / _____
SIGNATURE Date

4. Chair of Trustee Ministry: [] Approval [] Disapproval _____ / _____
SIGNATURE Date

5. Senior Pastor: [] Approval [] Disapproval _____ / _____
SIGNATURE Date

NOTE: Disapproval at any level MUST be returned with an explanation to the Requester, with a copy filed by the Treasurer. The request may be resubmitted when the reason(s) for disapproval has been addressed or corrected.

INSTRUCTIONS:

1. PLEASE COMPLETE A SEPARATE VOUCHER FOR EACH CHECK REQUESTED.
2. PLEASE COMPLETE THE VOUCHER COMPLETELY:
 - This form must list the specific Budget or Designated Account to be debited. See Ministry Leader for assistance.
 - A receipt, invoice, contract, or other paperwork substantiating the request must accompany this form.
 - This form must be signed by the “Authorized Signer” for the account being debited. Please see Ministry Leader or Church Treasurer for assistance.
3. PLEASE FORWARD THIS FORM AND ATTACHMENTS TO THE CHAIR/CO-CHAIR TRUSTEE MINISTRY WHEN COMPLETED.

Check Processing Procedure. After all approvals are obtained, the Church Treasurer writes check, gives it to the Chair of the Trustee Ministry and the Pastor, both must sign the check before distribution. The Church Treasurer distributes the check within seven days and files the Voucher –Check Request Form.

2000 Notes Payable

2-52001 Mortgage and Interest

2100 Worship

2-52101 Worship Fund

(Includes weekly bulletins & visitor’s cards, church envelopes, flowers, and sanctuary beautification)

2-52102 Communion Sacraments

2-52103 Media Ministry (Supplies and Equipment)

2-52104 Speakers’ Fund (Ministers)

2200 Music Ministry

2-52201 Musicians

2-52202 Music Supplies/Equipment

2300 Building and Grounds

2-52301 Rent

2-52302 Utilities

2-52303 Security

2-52304 Maintenance/Custodial

2-52305 Insurance

2-52306 Grounds

2-52307 Repairs/Renovations

2-52308 Church Signage

2-52309 Furniture/Furnishings

2400 Charitable Giving

2-52401 Senior Pastor’s Discretionary Fund

2-52402

2-52403 Organizational/Membership Fees

2-52404 Deacon’s Discretionary Fund

2-52405

2420 Missions

2-52421 Congregational Care (Bereavement/Extended Illness)

2-52422 Local/Outreach

2-52423 Foreign/Outreach

2-52424 Member Emergency Relief

2500 Ministry Groups and Activities

2-52501 Ministry Activities

2-52502 Hospitality/Community Relations

2-52503 Pastor’s and Church Anniversary Activities

2-52504 Outreach/Evangelism Activities

2-52505 Ordination/Leader’s Installation

2600 Administrative Salaries and Services

2-52601 Salary - Senior Pastor

2-52602 Salary - Executive Pastor

2-52603 Salary - Church Secretary

2-52604 Salary - Church Treasurer

2-52605 Salary - Financial Secretary

2-52606 Employee/Contract Service Provider

2-52607 Taxes

2620 Housing Allowances

2-52620 Senior Pastor-Larrin Robertson

2-52624 Pastor Emeritus-Myrtle E. Jones

2-52625 Pastor Emeritus-Freddie L. Jones

2630 Communication Services

2-52631 Telephone

2-52632 Internet/Website

2-52633 Software Support (ACS)

2640 Office Supplies and Office Equipment

2-52641 Office Supplies

2-52642 Office Equipment

2-52643 Printing/Reproduction

2-52644 Postage

2650 Staff Recognition

2-52651 Staff Appreciation

2-52652 Certificates/Awards/Plaques

2660 Travel

2-52661 Clergy Travel

2-52662 Transportation

2670 Professional Services

2-52671 Legal Services/Accountant/Auditing

2700 Special Account

2-52701 Savings/Building Fund/Vision 2020

2800 Other/Misc

2-52801 Bank Service Charges

2-52802 Insufficient Funds/Returned Check Fee

2520 Christian Education and Training

2-52521 Sunday School

2-52522 Bible Study

2-52523 New Members Class

2-52524 Leadership Training

2-52525 Seminars, Workshops & Retreats

2-52526 Vacation Bible School

2-52527 Youth Scholarships