

CHECK REQUEST

Today's Date: _____

Requested By: _____

Date Due: _____

Commission Chair's Approval: _____

Please pay to: _____

Please mail check to address below **DO NOT MAIL** Please place check _____

Address: _____

For: _____

(Description of activity, purchase, invoice, etc.)

Account/Conduit/Line Item # _____ \$ _____

Special Note: _____

Staple receipts to this form and turn into the church office by 9 am the Monday before you need payment.

Checks are mailed on Wednesday.

Incomplete paperwork cannot be processed

Revision (a) 1/23/2024

<u>CONDUIT #</u>	<u>BUDGET LINE ITEM #</u>		
2602 Elementary Offerings	<u>Pastoral Ministry:</u>	5591 Professional Growth	8160 Service Contracts
2606 Youth NYC Fund	5107 Auto - Pastors	5592 Aids to Worship	8180 Electricity
2608 N - Post High	5108 Professional Growth - Pastors	5594 Ushers' Breakfast	8190 Fuel
2609 CROP	5111 Sabbath Rest	5595 Copyright License	8200 Water/Sewer
2613 Heifer Project International	5112 Professional Expense	5596 Streaming Support	8210 Fire Company/Ambulance Donation
2616 Refugee Family	<u>Administration:</u>	5601 Drama	8315 Capital Improvements
2619 Nigerian Crisis Fund	5105 Medical/Life/Dental/LTD/Vision	<u>Nurture:</u>	<u>Witness</u>
2624 Peace Group Activities	5113 Everence HSA	6125 Congregational Wellness Team	7120 Church World Services (CWS)
2625 Quilt Fund	5201 Office Supplies	6130 Camp Swatara (Good as Gold)	7130 Bethany Theological Seminary
2636 Equal Exchange	5202 Telephone/Internet/Cell Phone	6140 Lenten Worship	7140 Camp Swatara
2637 Immigration Support	5203 Postage	6141 Church Picnic/Gatherings	7150 District Budget
2641 Memorial Fund/Garden	5204 Software/Subscriptions	6142 Small Groups	7155 Susquehanna Valley Ministry Center
2645 LNP Christian Nationalism Ad	5205 Bank/Credit Card/Breeze Fees	6160 Post High Group	7160 Elizabethtown College
2650 N - Jr High Conference	5460 Conference Expense	6170 Senior High Youth Group	7170 Mission & Ministry Bd (Inc. ABC)
2662 Kitchen/Fellowship Hall Reno	5462 Staff Enrichment	6180 National Youth Conference	7180 United Churches of Etown (UCEA)
2675 Disaster America	5463 Retreats/Pastor Appreciation	6185 National Jr High Conference	7182 New Community Project
2683 Deacon Administrative Exp	5465 Recruitment	6190 Jr High Youth Group	7185 Etown Child Care Center
2690 Deacons Benevolence	5466 Outside Consulting	6202 Graduate Sunday	7195 Samara
2691 Miscellaneous	<u>Christian Education:</u>	6203 Parents of Young Child	7200 Brethren Village
2693 S.E.R.R.V.	6200 Bibles 3rd Graders (see 6201)	6220 Parish Resource Center	7220 Lanc Co Council of Churches
2699 Library Fund	6201 Faith Markers	6225 Samaritan Counseling Ctr.	7230 COBYS
<u>LONG TERM FUND #</u>	6620 Sunday School Curric & Resources	6260 Library Materials	7235 Messenger
9150 M O'Donnell Music Ministry	6630 Vacation Bible School	6335 Congregational Spiritual Growth	7270 On Earth Peace
9230 Outreach & Ministry	6640 Teacher Recognition	6340 Camp Swatara Events	7290 Special Outreach
9240 Bucher Music Fund	6650 Teacher Training	6345 Prime Time (50+)	7320 Evangelistic/Hospitality
9245 Christian Ed Fund	6660 Kid's Club Personnel	6350 LGBTQIA+	7321 Communication
	<u>Expressions:</u>	7376 BMCLGBT	7340 Brethren Housing Assoc
	5501 Pulpit Substitutes	<u>Resources:</u>	7372 Quilting Group
	5502 Organist Substitutes	8102 Seasonal	7375 ECHOS
	5510 Worship Environments	8106 Janitorial Services	7377 Saving for Housing
	5511 Worship & Funeral Bulletins	8110 Envelopes	7378 Climate Change
	5520 Music & Special Materials	8120 Insurance	7379 Racial Justice
	5530 Fellowship Comm Activities	8130 Equipment/Improvements	<u>Deacon Board:</u>
	5550 Children's Choir Activities	8150 Maintenance/Repairs	8501 Communion & Love Feast
	5560 Bell Choir Activities	8151 Kitchen Supplies	8502 Local Benevolences
		8154 Landscaping	8503 Communication Ministry, etc
		8155 Rider Cemetery	8504 Funeral Expense/Meal