

FOOTHILLS CONGREGATIONAL CHURCH
 UNITED CHURCH OF CHRIST
 461 Orange Avenue, Los Altos, CA 94022

REQUEST FOR CHECK TO BE ISSUED

DATE: _____

AMOUNT: _____

PAY TO: NAME _____
 STREET _____
 CITY, STATE, ZIP _____

FOR: _____

(Please specify what is being paid for) _____

NOTE: Attach any invoice(s), receipt(s) or other evidence of the correctness of the charges. The Board Chair, Committee Chair, or other authorized person should sign on the appropriate line below to indicate which Fund or Category is to be charged.

From: OPERATING FUND

(Indicate Category to be charged)

Altar Guild Expense Budget _____
 Diaconate _____
 Executive Council _____
 Faith Development:
 Administrative Team _____
 Adult Faith Formation _____
 Camps & Classes _____
 Children's Programs _____
 Family Programs _____
 Mission Trip _____
 Youth Fellowship _____
 Fellowship:
 Supplies _____
 Other _____
 Library _____
 Ministers' Expenses _____
 Music:
 Bells _____
 Voice _____
 Other _____

Office Expenses _____
 Promotion Expenses _____
 Property Management:
 Building _____
 Equipment _____
 Parsonage _____
 Supplies _____

From: RESTRICTED FUNDS

Altar Guild Fund _____
 CLEF Fund _____
 Maintenance Reserve _____
 Memorial Fund _____
 Rummage Sale _____

From: OTHER

Please Designate _____
 Authorized by _____

**Complete this form and put in Treasurer's Mailbox
 in Church Workroom, mail to Church, or email to
 Del Fillmore at dsfill@comcast.net.**