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 Treasurer@foothills-church.org

Rev. 3/8/2018