

COVENANT COMMUNITY CHURCH
REQUEST FOR DISBURSEMENT OF FUNDS

Amount Requested _____ Date _____

Check Payable to _____

Explanation _____

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_____ Payment or _____ Reimbursement

Requested by _____
(signature) *(printed name)*

Approved by _____
(Responsible Fund Owner¹) *(printed name)*

Date _____

For list of Responsible Fund Owners, please see reverse side.

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Distribution of Charges (Please attach receipts, invoice or bills)

<u>Item Purchased</u>	<u>Expense Category</u>	<u>Cost</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
Total Expenditures		_____

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Record of Payment <i>(To be completed by Comptroller)</i>	Date Paid	_____
	Check #	_____
	Initials	_____

Updated 05/09/2018

¹ If the person requesting the disbursement (or the person named on the "check payable to" line) IS the Responsible Fund Owner, the signature of the Pastor or another Council member must be obtained.

Partial list of fund owners²

Expense Category / Budget Line

Responsible Fund Owner

Properties

Equipment Maintenance
Furnishing & Equipment
Janitorial Service
Janitorial Supplies
Property Maintenance
Repair & Replacement Reserve
Office Expenses
Postage

Properties Chair

Adult Ministries

Adult Ministries general
Men's Ministries
Women's Ministries
Condolence Care
Kitchen Expenses

Adult Ministries Chair

Christian Formation

Adult Transformation
Children/Youth Transformation
Confirmation
Jr. High Youth Group
Kingdom Kids
Kristen Buddies
Nursery
Small Groups
Sr. High Youth Group
VBS/Summer Outreach

Recording Secretary

Evangelism & Outreach

Advertising
Evangelism
Local Missions
Missions

Evangelism & Outreach Chair

Worship

Worship & Music
Worship Setting

Financial Secretary

Personnel and Program/Operation Expenses

Mileage Allowance - Pastor
Mileage Allowance/Discretionary - Jr. Youth Leader
Mileage Allowance/Discretionary - Sr. Youth Leader
Pastor's Book Allowance
Pastor's Discretionary Expenses
Pastor & Staff Continuing Education
Staff Expenses
Council Discretionary Expenses
Denominational Meetings
Fairfield Christian Leaders
Honoraria

Council Chair

² If expense category is not among those listed, request must be brought to Council Chair or Senior Pastor.