

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		5592	Aids to Worship	8180	Electricity			
2606	Youth NYC Fund	<u>Pastoral Ministry:</u>	5594	Ushers' Breakfast	8190	Fuel			
2608	N - Post High	5107	Auto - Pastors	5595	Copyright License	8200	Water/Sewer		
2609	CROP	5108	Professional Growth - Pastors	5601	Drama	8210	Fire Company/Ambulance Donation		
2613	Heifer Project International	5111	Sabbath Rest	<u>Nurture:</u>	8315	Capital Improvements			
2616	Refugee Family	5112	Professional Expense	6125	Congregational Wellness Team	8320	Stewardship Education		
2619	Nigerian Crisis Fund	<u>Administration:</u>	5105	Medical/Life/Dental/LTD/Vision	6130	Camp Swatara (Good as Gold)	<u>Witness</u>		
2624	Peace Group Activities	5113	Everence HSA	6140	Lenten Worship	7120	Church World Services (CWS)		
2625	Quilt Fund	5201	Office Supplies	6141	Church Picnic/Gatherings	7130	Bethany Theological Seminary		
2636	Equal Exchange	5202	Telephone/Internet/Cell Phone	6142	Small Groups	7140	Camp Swatara		
2637	Immigration Support	5203	Postage	6160	Post High Group	7150	District Budget		
2641	Memorial Fund/Garden	5204	Software/Subscriptions	6170	Senior High Youth Group	7155	Susquehanna Valley Ministry Center		
2645	LNP Christian Nationalism Ad	5205	Bank/Credit Card/Breeze Fees	6180	National Youth Conference	7160	Elizabethtown College		
2650	N - Jr High Conference	5460	Conference Expense	6185	National Jr High Conference	7170	Mission & Ministry Bd (Inc. ABC)		
2657	Racial Justice	5462	Staff Enrichment	6190	Jr High Youth Group	7180	United Churches of Etown (UCEA)		
2662	Kitchen/Fellowship Hall Reno	5463	Retreats/Pastor Appreciation	6200	Bibles 3rd Graders (see 6201)	7182	New Community Project		
2675	Disaster America	5465	Recruitment	6201	Faith Markers	7185	Etown Child Care Center		
2683	Deacon Administrative Exp	5466	Outside Consulting	6202	Graduate Sunday	7195	Samara		
2690	Deacons Benevolence	<u>Christian Education:</u>	6620	Sunday School Curric & Resources	6203	Parents of Young Child	7200	Brethren Village	
2691	55+ Women's Fellowship	6630	Vacation Bible School	6220	Parish Resource Center	7220	Lanc Co Council of Churches		
2693	S.E.R.R.V.	6640	Teacher Recognition	6225	Samaritan Counseling Ctr.	7230	COBYS		
2699	Library Fund	6650	Teacher Training	6260	Library Materials	7235	Messenger		
7120	CWS (Lancaster)	<u>Expressions:</u>	5501	Pulpit Substitutes	6335	Congregational Spiritual Growth	7270	On Earth Peace	
7290	Special Outreach	5502	Organist Substitutes	6340	Camp Swatara Events	6345	Prime Time (50+)	7290	Special Outreach
	<u>LONG TERM FUND #</u>	5510	Worship Environments	<u>Resources:</u>	8102	Seasonal	7320	Evangelistic/Hospitality	
9150	M O'Donnell Music Ministry	5511	Worship & Funeral Bulletins	8106	Janitorial Services	8110	Envelopes	7321	Communication
9230	Outreach & Ministry	5520	Music & Special Materials	8120	Insurance	8130	Equipment/Improvements	7340	Brethren Housing Assoc
9240	Bucher Music Fund	5530	Fellowship Comm Activities	8150	Maintenance/Repairs	8151	Kitchen Supplies	7372	Quilting Group
9245	Christian Ed Fund	5550	Children's Choir Activities	8154	Landscaping	8155	Rider Cemetery	7375	ECHOS
		5560	Bell Choir Activities	8160	Service Contracts			7376	BMCLGBT
		5591	Professional Growth					<u>Deacon Board:</u>	
								8501	Communion & Love Feast
								8502	Local Benevolences
								8503	Communication Ministry, etc
								8504	Funeral Expense/Meal