

CHECK REQUEST FORM (CRF)

REQUEST

Date of Request:	Amount of Request:	
FPCP Commission/Committee / Ministry or Office		
Account Type:	__Oper. __Reserve __RSBF __Other:_____	
Charge To #: See Chart of Accounts of reverse	Description on Expense(s)	Amount Requested

CHECK INFORMATION and APPROVAL

Make check payable to (please print):		
Memo: (as appropriate)		
Payee Address:		
Address 2:		
City, State, Zip:		
		<i>Date</i>
Requested by:		
Approved by: (Elder / Pastor)		

Notes:

To Be Completed by the Bookkeeper:

Check Number: _____ Date: _____

IMPORTANT – Your request must be approved by the appropriate Elder or the Pastor

Use the Procedures on reverse side of this form.

***If you have any questions, please call the FPCP Bookkeeper or email:
finance@petalumafirst.com.***

Check Request Form (CRF) Procedures

1. The CRF is good for only **one check**, but the total of the check may be charged to more than one account. In the “**Charge To #**” column, list number(s) as required. See *Chart of Accounts* below.
2. The CRF must be completed for **reimbursement or disbursement** for expenses related to FPCP.
3. For reimbursement, documentation must be attached to the CRF; receipt(s), invoice, or other proof of expense.
 4. Fill out the CRF completely. An incomplete CRF will be returned to you.
5. Please submit your request in a timely manner. Expenses over 3 months old may not be approved.
6. Address: If you are not the recipient of the check, make sure the vendor or payee information is clearly marked on the CRF.
7. For mailing to you, put your address on the CRF. Otherwise, it will be held in the FPCP office.

CHART OF ACCOUNTS: Reimbursement or Disbursement

5000	MINISTRIES
5100	<u>WORSHIP</u>
5101	Supplies
5102	Decorations
5103	Flowers
5104	Miscellaneous
5120	<u>AVL</u>
5121	Supplies
5122	Maintenance/Repair
5123	Capital Acquisition/Replacement
5124	Worship Recording
5130	<u>MUSIC</u>
5131	CCLI License
5132	Choir/Praise/Practice Recordings
5133	Instrument Maintenance
5140	<u>4TH@1ST</u>
5150	<u>CONGREGATIONAL CARE</u>
5151	Supplies/Materials
5152	Child Care
5300	<u>ADULT</u>
5301	Supplies
5302	Books/Materials
5303	Child Care
5400	<u>FACILITIES</u>
5401	Custodial Supplies
5402	Mileage Reimbursement
5403	Equipment
5404	Equipment Rental
5410	<u>MAINTENANCE</u>
5411	Agape House
5412	Sanctuary
5413	All Other

5500	<u>OUTREACH</u>
5501	Advertising
5502	New Member/Exploration
5503	Supplies/Brochures
5600	<u>STEWARDSHIP</u>
5601	Supplies/Printed Materials
5602	Postage
5700	<u>STUDENT MINISTRIES</u>
5720	Junior High
5740	Senior High
5749	Children
5750	VBS
5800	<u>MISSION</u>
5801	Supplies/Materials
5802	Designated Giving
6000	ADMINISTRATION
6100	<u>OFFICE</u>
6101	Supplies
6102	Equipment
6103	Postage
6200	<u>SESSION</u>
6201	Training/Study Materials
6202	Retreats
6300	<u>BUDGET/FINANCE</u>
6301	Banking Supplies