

Elizabeth Presbyterian Church

PO Box 117
 Elizabeth, CO 80128
 Phone 303-646-4852

**Check Request Form
 Expense Voucher**

REQUESTED BY:

TODAY'S DATE:

PAYABLE TO:

DATE of TRANSACTION	DESCRIPTION	AMOUNT

Elder Approval: Mark the category, write down the budget account number and description from the current budget, and have the elder who approved the expenditure sign this form or attach an email containing the elder's approval. If the elder is the payee, please obtain the signature or email approval of another active elder. A listing of budget account numbers can be found in the mailbox marked "Check Request Forms".

✓	Category	Church Budget Line Item		Elder	Elder Approval (Elder Signature or Attach Email)
		Acct. No.	Description		
	Building and Grounds			Wayne Otte	
	Christian Education Spiritual Formation			Allyn Bader Barclay	
	Communication/Outreach			Larry Russell	
	EPC Corporation/Finance			Kim Kilgore	
	Family Life			Cathy Ramsey	
	Missions			Cathy Ramsey	
	Worship			Amy Biewenga	

ATTACH RECEIPT/INVOICE/EMAIL TO REQUEST