

Elizabeth Presbyterian Church

PO Box 117
 Elizabeth, CO 80107
 Phone 303-646-4825

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			Mike Baggett	
	Christian Education			Marilyn Travis	
	Communication/Outreach			Allyn Bader Barclay	
	EPC Corporation/Finance			David Bauerle	
	Family Life			Marilyn Travis	
	Missions			Barb Batt	
	Worship			Clark Hagan	
	Spiritual Formation			Marilyn Travis	

ATTACH RECEIPT/INVOICE/EMAIL TO REQUEST