



Disbursement Request

(for checks, bill payments, etc)

St. Luke's Lutheran Church
11020 NC Hwy 801, Mt Ulla, NC 28125

Thank you for your efforts on behalf of St. Luke's Lutheran Church

Submitting a request

- Helps provide you with a timely disbursement of your expense
- Helps accurately track expenses and faithfully follow our fiscal plan
- Helps audit team by providing a paper trail

Always coordinate any expenses in advance with your team/committee, and/or Pastor

Place in the Treasurer's bin in the church office upon completion

The Pastor or Treasurer can help with any questions

Payee Name _____ Date _____

Address _____ Telephone _____

What committee and line item is this expense in service of? _____

(Social Ministry/RHM West, Christian Education/WRBTA, Evangelism/Mission Support, etc.)

Description of Expense

Please provide enough detail so that we can identify the expense during the audit process.

Attach a copy of billing statement if available.

Amount Requested \$ _____

Committee Chair Signature _____

Do you want to Have check mailed to recipient

Have check placed in your church mailbox

Other _____

All disbursements are subject to approval by the Church Treasurer, Finance Committee or Church Council.