

Warren Seventh-day Adventist Church

Check Payment/Reimbursement Request Form

Form must be completed in full and attached to the receipt(s) in order to receive reimbursement.

NOT FOR CREDIT CARD AUTHORIZATION

Name of requestor: _____ Date: _____

Please issue a check payable to: _____

In the amount of: _____

In payment for: _____

Disbursement Preference:

_____ Put check in my box (*This option may take longer*).

_____ Mail check to payee: _____

Approval Signature: _____ **Date:** _____

Fund to be Charged: _____ **Acct#:** _____

Please attach receipt(s)/Invoice to this form and leave in the Minnick box, scan and email to nikajam@comcast.net or mail to either of the addresses below.

Warren SDA Church
P. O. Box 100
St. Clair Shores, MI 48080

Nicole Minnick
1059 Hampton Rd.
Grosse Pointe, MI 48236

See the account list on the back of this form to determine which signature is required for disbursements. Reimbursements greater than \$200 must be approved by the church board. Payments will be made and mailed once a week. **Please do not fill out a check request form twice for the same receipt or use this form for any other communication with the treasurer.**

Office Use

Date Received. _____ Date Paid: _____

Acct # _____ Check # _____

Church Funds & Approving Signers

201.4	Sabbath School	Individual Teachers
203.4	Music	Nicole Minnick or Ray Cook
205.4	Women's Ministries	Beverly Shoemaker
206.4	Men's Ministries	Audley Williams or Jonathan Saliccioli
207.4	Children's Ministries	Church Board
208.4	Social Committee	Cory Herthel
210.4	Evangelism	Marilyn Cook or Cory Herthel
215.4	Vacation Bible School	Loribeth Saliccioli
220.4	Health Ministries	Peter Luyeho or Audley Williams
230.4	Foodstore	Linda Mercer or Pat Cook
415.4	Adventurer Club	Anita or Tom Jezierski
520.4	Pastor's Mission Trip	Cory Herthel
550.4	Good Samaritan	Cory Herthel or Ray Cook
586.4	Christmas Gift	Beverly Shoemaker
587.4	Thanksgiving Baskets	Beverly Shoemaker
588.4	Community Services	Cory Herthel or Marilyn Cook
589.4	Yorba	Janet Bogden
708.43	Office Supplies	Nicole Minnick
708.53	Custodial Supplies	Randy Minnick
708.54	Lawn Service	Randy Minnick
708.56	Snow Removal	Randy Minnick
708.63	Maintenance & Repair	Randy Minnick or John Cook (Sound)
708.65	Congregational Care	Beverly Shoemaker
708.69	Funeral Meals	Morline Wilson
710.4	Hospitality	Donna Meyer
730.4	Building Improvement	Randy Minnick