

Covenant Community Church
REQUEST FOR DISBURSEMENT OF FUNDS

Amount Requested _____ Date _____

Check Payable to _____

Address if to be mailed _____

Explanation _____

_____ Payment or _____ Reimbursement

Requested by _____
(signature) (printed name)

Approved by _____
(*Responsible Fund Owner*¹)

Printed Name _____

For list of Responsible Fund Owners, please see reverse side.

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Distribution of Charges (Please attach receipts, invoice or bills)

<u>Item Purchased</u>	<u>Expense Category</u>	<u>Cost</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
Total Expenditures		_____

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Record of Payment (*To be completed by Comptroller*) Date Paid _____
Check # _____

¹ If the person requesting the disbursement (or the person named on the "check payable to" line) is the Responsible Fund Owner, then the signature of the Senior Pastor or Council Chair must be obtained.

Initials _____

Partial list of fund owners²

(Make special arrangements if there is a conflict of interest.)
Expense Category / Budget Line Responsible Fund Owner

Properties	Properties Chair
Equipment Maintenance	
Furnishing & Equipment	
Janitorial Service	
Janitorial Supplies	
Property Maintenance	
Repair & Replacement Reserve	
Office Expenses	
Postage	
Adult Ministries	Adult Ministries Chair
Adult Ministries general	
Men's Ministries	
Women's Ministries	
Condolence Care	
Kitchen Expenses	
Christian Formation	Christian Formation Chair
Adult Transformation	
Children/Youth Transformation	
Confirmation	
Jr. High Youth Group	
Kingdom Kids	
Buddies	
Nursery	
Small Groups	
Sr. High Youth Group	
VBS/Summer Outreach	
Evangelism & Outreach	Evangelism & Outreach Chair
Advertising	
Evangelism	
Local Missions	
Missions	
Worship	Council Chair
Worship & Music	
Worship Setting	
Personnel and Program/Operation Expenses	Council Chair
Mileage Allowance - Pastor	
Mileage Allowance/Discretionary - Jr. Youth Leader	
Mileage Allowance/Discretionary - Sr. Youth Leader	
Pastor's Book Allowance	
Pastor's Discretionary Expenses	
Pastor & Staff Continuing Education	
Staff Expenses	
Council Discretionary Expenses	
Denominational Meetings	
Fairfield Christian Leaders	
Honoraria	

² If expense category is not among those listed, request must be brought to Council Chair or Senior Pastor. If Responsible Fund Owner is not available, Senior Pastor or Council Chair may sign form.
Form updated April 12, 2022