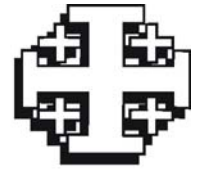


# IMMANUEL LUTHERAN CHURCH OF ROSENTHAL



Box 2965, Stony Plain, AB. T7Z 1Y4 Township Road 524 & Range Road 13  
Ph: (780) 963-4048 Fax: (780) 963- 4214

## Cheque Requisition

**Today's Date:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Payable To:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Phone:** (    ) \_\_\_\_\_

**Explanation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

Description <small>(vendor, additional usage detail, comments)</small>	Receipt Attached <small>"√"</small>	Ministry Line <small>(see reverse)</small>	Approval by Ministry Head <small>(Name &amp; Initials)</small>	Amount <small>\$</small>
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
<b>Total</b>				

Signatory #1 Initial

Signatory #2 Initial

**Treasurer's Verification**

**Within Ministry Estimates?**

yes	no
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**If no, approval obtained?**

yes	n/a	no
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**Cheque Issued (initials/date)**

**\* Expenditures Exceeding Ministry Estimates**

Cheque to be endorsed (donation)?

Council Executive/Administrator Initials

Name & Position

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## Ministry Code Listing

### A. PASTORAL/STAFF MINISTRY

- 1 Senior Pastor Salary
- 2 Senior Pastor Housing
- 3 Senior Pastor Travel
- 4 Senior Pastor Health / Pension
- 5 Senior Pastor (CPP/EI)
- 6 Assistant Pastor Salary
- 7 Assistant Pastor Housing
- 8 Assistant Pastor Travel
- 9 Assistant Pastor Health / Pension
- 10 Assistant Pastor (CPP/EI)
- 11 Youth Leader Salary
- 12 Youth Leader (CPP/EI)
- 13 Secretary Wages
- 14 Secretary Health / Pension
- 15 Secretary (CPP/EI)
- 16 Other Staff Travel
- 17 Pastors Continuing Education
- 18 Honoraria & Expenses
- 19 Administrator Salary
- 20 Administrator (CPP/EI)
- 21 Treasurer's Remuneration
- 22 Senior Counsellor Salary
- 23 Assistant Counsellor Salary
- 24 Counsellors (CPP/EI)

### B. EDUCATION MINISTRY

- 1 Sunday School
- 2 Confirmation
- 3 Alpha Courses
- 4 Adult Education, other
- 5 Supplies, Library Maintenance
- 6 Nursery
- 7 Vacation Bible School
- 8 **Capital Purchases**

### C. WORSHIP & MUSIC MINISTRY

- 1 Worship Materials (music/licenses/training/etc.)
- 2 Repairs and Tunings
- 3 Altar Supplies
- 4 **Capital Purchases**

### D. YOUTH MINISTRY

- 1 Activities and Events
- 2 Bus Rentals for Activities

### E. OUTREACH MINISTRY

- 1 Advertising and Publicity
- 2 Website Fees, Special Events
- 3 Drama Group
- 4 Evangelism

### F. CARING MINISTRY

- 1 Cards and Supplies
- 2 Welcome ministry
- 3 Prayer Ministry
- 4 Special Needs Funds
- 5 Rachel's Vineyard

### G. MISSIONS MINISTRY

- 1 Mission Outreach Support
- 2 Missions fest
- 3 Special Projects

### H. ADMINISTRATION

- 1 Office supplies
- 2 Coffee / Food Supplies / Bottled Water
- 3 ELCIC memberships and Council Conference Costs
- 4 Photocopier Lease
- 5 Computer/Phone Upgrades, Software, Repairs
- 6 Accounting Costs and Audit
- 7 Volunteer Appreciation
- 8 **Capital Purchases**

### I. BUILDING & MAINTENANCE

- 1 Bank Charges
- 2 Power
- 3 Telephone and internet
- 4 Natural Gas
- 5 Property Taxes
- 6 Building Repairs & Maintenance
- 7 Building Insurance
- 8 Janitor & Supplies
- 9 Grounds Maintenance
- 10 Landscaping
- 11 **Capital Improvements**

 Denotes coding not available for Requisitions (treasurer use only).

Please Note:

- Failure to properly complete the preceding requisition may result in a delay of receipt of reimbursement.
- If receipts are not available, please indicate the cause of such lack of documentation.
- Please use one requisition per payee.