



Monte Sano United Methodist Church

Check Card Use Form (Please complete one form per receipt)

Purchaser's Name: _____ Date of Purchase: _____

Committee/Team: _____

Purchased from: _____

Amount of Purchase: \$ _____

Item Purchased: _____

Purchase will be used for what project: _____

Work Area to Charge:

- | | | |
|-------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Admin – Office | <input type="checkbox"/> Disability Ministries | <input type="checkbox"/> Trustees – Van Expenses |
| <input type="checkbox"/> Admin – Postage | <input type="checkbox"/> Evangelism | <input type="checkbox"/> Worship – Adult Choir |
| <input type="checkbox"/> Admin – Kitchen | <input type="checkbox"/> Family Life | <input type="checkbox"/> Worship – Altar Support |
| <input type="checkbox"/> Admin – Maintenance Supplies | <input type="checkbox"/> Finance – Annual Conference | <input type="checkbox"/> Worship – Youth Choir |
| <input type="checkbox"/> Children's Program | <input type="checkbox"/> Finance – Stewardship | <input type="checkbox"/> Worship – Instrument Expense |
| <input type="checkbox"/> Church & Society | <input type="checkbox"/> Mission Committee | <input type="checkbox"/> Worship – Special Music |
| <input type="checkbox"/> Education – Sunday School | <input type="checkbox"/> Trustees – Capital Expenditures | <input type="checkbox"/> Youth Program |
| <input type="checkbox"/> Education – Miscellaneous | <input type="checkbox"/> Trustees – Maintenance | |

Signature: _____ Approval by: _____
Requestor Work Area Chair

Please staple a copy of the receipt to this form and place in the Secretary/Bookkeeper mailbox in the Church Library.