

Procedures for Check Request Form

1. **Fill out form** with expected expenses itemized as detailed as possible.
2. **Submit to your team leader for signature**
Family Life: Bo Mills, Transformation: Andy Martin, Community Connection: Jim Waters, Leadership: Matt Cotten
 If you are team leader, make sure to get Bro. Chip's signature.
3. **Submit to Association office BEFORE** your event/expense for approval and to check availability of funds
4. **Turn in receipts/invoices** after the funds have been expended

**If you do not get prior approval for expenses, reimbursement may not be guaranteed. Please make sure to check with Association before making purchases. Your cooperation is very greatly appreciated.*

Please Note: *If you are planning an event and need checks to pay speakers, conference leaders, etc., please make sure your forms are turned **in the Monday before the event.** Checks are cut Monday morning, then are usually available for pickup/ mailing Tuesday afternoon.*

<u>2000 Community Connection Division</u>	
2010 Benevolence taken from 03001 Non Reserved	\$200.00
2020 Church Planting from 03001 Non Reserved	\$0.00
2030 City/State	\$0.00
2040 Dental Bus	\$200.00
2050 Diaster Relief	\$500.00
2060 Military	\$150.00
2070 Mission Trips (Global) from 03001 Non Res.	\$0.00
2070a Missons (Local)	\$1,000.00
2080 Schools/Education	\$200.00
<u>3000 Ministry Development Division</u>	
<u>3100 Transformation Team</u>	
3101 Discipleship Training	\$200.00
3101a Media Library	\$475.00
3102 Evangelism	\$400.00
3103 Music Ministry	\$1,500.00
3104 Prayer	\$250.00
3105 Stewardship	\$0.00
3106 Sunday School/Small Groups	\$500.00

<u>3200 Family Life Division</u>	
3201 Children	\$300.00
3201a R.A.'s	\$200.00
3201b Vacation Bible School	\$200.00
3202 College & Singles	\$1,000.00
3203 Men's Ministry - from 03023	
Men Min.	\$0.00
3204 Parenting/Marriage/Family	\$500.00
3205 Senior Adults	\$1,350.00
3206 Youth	\$3,500.00
3207 Women's Ministry	\$150.00
<u>4000 Leadership Dev. Division</u>	
4100 Associational Leadership Training	\$250.00
4300 Pastor Leadership Development	\$3,000.00
4400 Minister Wives	\$700.00
4500 Formal Education Training	\$350.00
4600 Leadership Coaching	\$50.00