

**REQUEST FOR CHECK**  
**OUR SAVIOUR LUTHERAN CHURCH**

NAME OF PAYEE:		
ADDRESS OF PAYEE:		
CHECK AMOUNT:	DATE NEEDED:	
DESCRIPTION	ACCOUNT	AMOUNT
COMMITTEE:	DELIVER CHECK TO:	
	REQUESTED BY:	APPROVED BY:

**Instructions for requesting funds from the Youth Dedicated Fund or General Fund**

Please complete the form with the appropriate information. When requesting funds or reimbursement for youth activities, under the account portion of the form please use these options:

**GENERAL FUND (CHURCH BUDGET)**

- Events / Transportation** money for events paid out of the church's general fund
- Resources** physical items that can be reused at a later time; non-food related
- Background Checks** usually only submitted by the office staff

**YOUTH DEDICATED FUND (FUNDS FROM FUNDRAISING ACTIVITIES)**

- Individual Account** The adult in charge of INDIVIDUAL ACCOUNTS will need a breakdown of this expense to charge the appropriate individual's fund.
- Tithe Account** Is used to help groups in the church or outside not-for-profit groups.
- Miscellaneous Account** used in a multitude of ways such as transportation, buy food, pay for special events, etc.
- Chaperone Account** pays for all expenses of chaperones when participating in youth events.
- National Youth Gathering Account** pays for general expenses for national youth gathering activities.

