

FOOTHILLS CONGREGATIONAL CHURCH  
 UNITED CHURCH OF CHRIST  
 461 Orange Avenue, Los Altos, CA 94022

**REQUEST FOR CHECK TO BE ISSUED:**

**DATE:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**PAY TO:**                   NAME: \_\_\_\_\_  
                                   STREET: \_\_\_\_\_  
                                   CITY, STATE, ZIP: \_\_\_\_\_

**FOR:** \_\_\_\_\_  
 (Please specify)

NOTE: Please attach any invoice(s), receipt(s) or other evidence of the correctness of the charges. The Board Chair or other authorized person should sign on the appropriate line below to indicate which fund should be charged.

**From: OPERATING FUND**

Ministers' Expenses \_\_\_\_\_  
 Office Expenses \_\_\_\_\_  
 Executive Council \_\_\_\_\_  
 Promotion Expenses \_\_\_\_\_  
 New Equipment \_\_\_\_\_  
 Equipment Repair \_\_\_\_\_  
 Building Supplies \_\_\_\_\_  
 Building Maintenance \_\_\_\_\_  
 FDB: FwC \_\_\_\_\_  
 FDB: Youth \_\_\_\_\_  
 FDB: Adult Ed \_\_\_\_\_  
 Diaconate \_\_\_\_\_  
 Music: Voice \_\_\_\_\_  
 Music: Bells \_\_\_\_\_  
 Music: Other \_\_\_\_\_  
 Fellowship \_\_\_\_\_  
 Adult Library \_\_\_\_\_  
 Children's Library \_\_\_\_\_

**From: RESTRICTED FUNDS**

Altar Guild \_\_\_\_\_  
 Benevolences \_\_\_\_\_  
 CLEF Fund \_\_\_\_\_  
 Maintenance Reserve \_\_\_\_\_  
 Memorials \_\_\_\_\_  
 Townhouse Expenses \_\_\_\_\_  
 Rummage Sale \_\_\_\_\_

**From: SUSPENSE FUNDS**

Fund Name \_\_\_\_\_  
 Your Name \_\_\_\_\_

Complete this form and either put in Treasurer's Mailbox in Church Workroom or mail to Church.