

**Grace Church**  
 An Episcopal Community in the Southern Berkshires  
 Check Request/POS

Date of Request: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Description of purchase: \_\_\_\_\_

\_\_\_\_\_

Category

Worship		Amount	Outreach/Mission		Amount
	Flowers			People's Pantry	
	Liturgical Equipment			Lee Food Pantry	
	Special Services Expenses			Gideon's Garden	
	Music Supplies			MultiCultural Bridge	
	Piano Maintenance			Crane Scholarship/Grant	
	Supply Musicians				
	Supply Clergy		Office and Administration		
				General Supplies	
Christian Nurture				Postage	
	Adult Education			Printing and Duplicating	
	Church School			Advertising	
	Vestry Formation			Web Expenses	
	Coffee Hour			Accounting Expenses	
	Special Receptions			Audit Expenses	
	Greeter's Table			Office Cleaning	
				Other	
				Total	

For Office Use Only

Date of Payment: \_\_\_\_\_

Authorizing Person: \_\_\_\_\_

Check Number: \_\_\_\_\_

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