

# HOSANNA PAYMENT REQUEST

To Treasurer

Date: \_\_\_\_\_

Reimbursement of out-of-pocket expenses

Direct payment to vendor

Issue check to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_  Invoice Attached  Receipt Attached

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**Stewardship**

- Property Needs
- General Building Maintenance (Inc. Cleaning Supplies)
- Lawn Mowing
- Envelopes
- Program Materials
- A/C Repair

**Spiritual Life**

- Altar Guild
- Music
- Worship Publications
- Instrument Maint
- Copyright Licenses

**Lay Leadership**

- Leadership Support
- Synod Assembly
- Servant Awards

**Mission Focus**

- Church Growth

**Discipleship**

- Adult Education
- Children & Youth
- Confirmation
- Camp & Retreats
- Sunday School
- VBS
- Evangelism
- Publications
- Family Life
- Milestones
- Nursery
- Website

**Staff Support**

- Administration
- Copier Maintenance
- Office Supplies
- Postage
- Telephone/Computer
- Salary & Benefits
- Travel & Cont. Ed

**Finance**

- Insurance

**Care**

- Covenants
- NAM
- Habitat
- IFC Partners
- Care - Other
- General Care
- Funerals
- Church Supplies
- Fellowship
- Other NAM
- Seniors
- Quilt Supplies
- Helping Hands

**Other** (describe below)

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**Special/Designated Funds**

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Description: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Signed by (Requester): \_\_\_\_\_

Approved by: *(Team Leader representing Team that is funding request or Council President if Requester is Team Leader)*