

CHRIST CHURCH CATHEDRAL – CHECK REQUEST

Check Request Date _____

Return: (1) Print form, fill out, return to cathedral office, or (2) Fill out online, save, email to [Pam Reitmeyer](#).

Payee _____

Address _____

Purpose ☐ Reimbursement (attach receipts)

☐ Payment for product/service (attach invoice or purchase order). For a sole proprietor, a W9 form is required (if not already on file) so that an annual 1099 tax form can be issued.

Enter information for accounts to be charged (see account numbers below)

Account Number	Account Name	Amount (\$)
	TOTAL =	

Signature of person requesting check _____ Date _____

Authorization signature (e.g., ministry leader) _____ Date _____

Account	Approval	Account	Approval
Outreach		Communications/Evangelism	
5525-60 - Blessing of the Animals	Laura Rose	5425-30 - Black History Month Expense	Alice Stanley
5530-60 - Pursuing Racial Justice	Alice Stanley	5430-30 - MLK Day Expense	Alice Stanley
5540-60 - Winter Outreach	Rob Good	5435-30 - Web / Social Media Expense	Ed Mehler
5555-60 - JustFood Truck	Justin Martin	5445-30 - Virtual Ministries	Rob Good
5199-60 - Misc Expense - Outreach	Patricia Altemueller	Inreach	
Worship		5410-72 - Bereavement	Liz Watkins
5199-40 - Misc Worship Expense	Dean Kathie	5525-72 - Pridefest	Laura Rose
5730-40 - Altar Guild Expense - Other	Ward Buckner	5730-72 - St. Martha's Guild	Pat Rohan
5735-40 - Acolyte Expense	Laura Rose	5865-72 - Fellowship	Jane Mayfield
5736-40 - Ushers & Greeters	Alice Stanley	5875-72 - St. Francis Creation Care	Annette Carr
Music		Other	
5088-73 - Substitute Organist / Musician	Connor Scott	5735-71 - Adult Christian Education	Dean Kathie
5102-73 - Music Supplies	Connor Scott	5700-35 - Stewardship	Dean Kathie
5350-73 - Organ Tuning & Maintenance	Connor Scott	5701-35 - Legacy Giving	Mary Randlett
5880-73 - Choir Expense	Connor Scott	5880-00 - Archives	Emily Lehr
5882-73 - Music Director - Misc Exp	Connor Scott	5057-25 - Legal Services	Kris Reppert
5885-73 - Musicians	Connor Scott		
5881-73 - Music - Professional Development	Connor Scott	Contact Ron Freiwald if account is missing or for other	
5583-73 - Music at CCC - Shepley	Connor Scott	information: wierfr@gmail.com	
5584-73 - Music Hospitality	Connor Scott	Updated 6/18/2026	