

**Mary Queen of Heaven**  
**Expense Form for Commission / Ministry**  
 phone: (630) 279-5700  
 fax: (630) 279-4667

<b>Date</b>	
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<b>Person Making Request</b>	
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<b>Payee Name and Address</b>	
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<b>What is payment for?</b>	
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<b>Check amount</b>	
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<b>Has expense been included in the budget? (yes or no)</b>	
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<b>If "no", approval with signature must given by staff representative and Pastoral Life Coordinator?</b>	
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<b>If check to be issued is for personal reimbursement, please indicate reason and include invoice:</b>	
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<b>Additional Comments:</b>	
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<b>Commission (check one):</b>			
<b>Adminstration</b>	<b>Christian Worship</b>	<b>Christian Education</b>	<b>Christian Service</b>
<input type="checkbox"/> Building and Ground	<input type="checkbox"/> Altar Servers	<input type="checkbox"/> Adult Education & Spirituality	<input type="checkbox"/> Bereavement
<input type="checkbox"/> Technology	<input type="checkbox"/> Art & Environment	<input type="checkbox"/> Bible Study	<input type="checkbox"/> Council of Catholic Women
	<input type="checkbox"/> Eucharistic Ministers	<input type="checkbox"/> Family Mass	<input type="checkbox"/> Garden Club
	<input type="checkbox"/> Lector Ministry	<input type="checkbox"/> Library	<input type="checkbox"/> Health Committee
	<input type="checkbox"/> Liturgy Planning	<input type="checkbox"/> Marriage Ministry	<input type="checkbox"/> Hospitality Committee
	<input type="checkbox"/> Music Ministry	<input type="checkbox"/> Marriage Preparation	<input type="checkbox"/> Men's Group
	<input type="checkbox"/> RCIA	<input type="checkbox"/> Market Day	<input type="checkbox"/> Peace & Justice Committee
	<input type="checkbox"/> Sacristans	<input type="checkbox"/> Religious Education	<input type="checkbox"/> St. Vincent de Paul
	<input type="checkbox"/> Small Christian Comm.	<input type="checkbox"/> Youth Ministry	<input type="checkbox"/> Welcome Committee
	<input type="checkbox"/> Ushers		<input type="checkbox"/> Welcoming Catholics Home
	<input type="checkbox"/> Young Adult Ministry		
Other (please specify)	Other (please specify)	Other (please specify)	Other (please specify)